



AGENDA  
VILLAGE BOARD MEETING  
RICHFIELD VILLAGE HALL  
4128 HUBERTUS ROAD, HUBERTUS WISCONSIN  
MARCH 20, 2014  
7:30 P.M.

1. Call to Order/ Roll Call
2. Verification of Compliance With Open Meeting Law
3. Pledge of Allegiance
4. PUBLIC COMMENTS (Public comments are an opportunity for citizens to voice concerns to the Board regarding ITEMS ON THE AGENDA ONLY. Public comments are not a public hearing and are typically a one way conversation from a citizen to the Board. Individual comments shall not exceed 3 minutes, with a total time limit of approximately 20 minutes. Unless part of a Public Hearing, handouts will not be accepted by the Village. Comments beyond 20 minutes will be moved to the end of the meeting at the discretion of the President.)
5. CONSENT AGENDA
  - a. Vouchers for Payment
  - b. Meeting Minutes:
    - i. February 20, 2014 – Regular Meeting
  - c. Plan Commission Report
  - d. New Operator License
  - e. Treasurer's Report
6. DISCUSSION/ACTION ITEMS
  - a. Discussion/Action regarding Resolution R2014-03-01, a resolution of commendation for Washington County Sheriff's Deputy Keith Kuipelis
  - b. Discussion/Action regarding Resolution R2014-03-02, a resolution of commendation for Richfield Volunteer Fire Company Captain James Creegan
  - c. Discussion/Action regarding Resolution R2014-03-03, a resolution of commendation for private citizen, Tiana A. Young
  - d. Discussion/Action regarding Ordinance O2014-03-01, an ordinance to rezoning the following parcels from A-1, Exclusive Agriculture District to Rs-1, Country Estates District, Tax Keys: V10-1317 & V10-1318 and the following parcel from A-1, Exclusive Agricultural District and F-1, Floodplain District to Rs-1, County Estates District and F-1, Floodplain District, Tax Key: V10-1349
  - e. Discussion/Action regarding the approval of a two lot Certified Survey Map for the property with Tax Key: V10-1318, NMMR Investments #1, LLC
  - f. Discussion/Action regarding the approval of a four lot Certified Survey Map for the properties with Tax Keys: V10-1317 and V10-1349, NMMR Investments #1, LLC
  - g. Discussion/Action regarding Resolution R2014-03-04, a resolution for an "Affidavit of Correction" on a previously approved extraterritorial review for Hickory Fields Subdivision in the Tn. of Lisbon
  - h. Discussion/Action regarding awarding of bid for 2014 Road Improvement Program
  - i. Discussion/Action regarding setting a launch fee for the Bark Lake Boat Launch
7. PUBLIC COMMENTS (...continued)
8. CLOSED SESSION
  - a. Discussion/Action to enter into closed session pursuant to Section 19.85(1)(c) of the WI Stats., - Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Interim Village Administrator
9. ADJOURNMENT

Additional explanation of items on the agenda (Communication Forms) can be found on the village's website at [www.richfieldwi.gov](http://www.richfieldwi.gov). Notification of this meeting has been posted in accordance with the Open Meeting Laws of the State of Wisconsin. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Clerk's office at 628-2260 or [www.richfieldwi.gov](http://www.richfieldwi.gov) with as much advance notice as possible.

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## AFFIDAVIT OF POSTING

Pursuant to Sec. 985.02(2), Wis Stats., I, Margaret M. Rennells, being duly sworn, state as follows:

1. I am an adult resident of the State of Wisconsin, and I make this affidavit on personal knowledge.
2. I hereby certify that I posted a copy of the attached:

1) Architectural Review Board Mtg - 3/19/14  
2) Village Board Agenda - 3/20/14

on Friday, 3/14/14 (date), 11:35 A.M. (time), at the Village posting locations, namely: on the outside bulletin board of the Village Hall located at 4128 Hubertus Road, Hubertus; on the outside bulletin board at the Hubertus Post Office located at 3695 Hubertus Road, Hubertus; on the outside bulletin board at the Richfield Post Office located at 1925 Hwy 175, Richfield; and on the outside bulletin board at the Colgate Post Office located at 3392 Hwy Q, Colgate.

Margaret M. Rennells  
Signature

March 14, 2014  
Date

Personally came before me this 14 day  
of March, 2014.

Carolus J. Hile  
Notary Public, State of Wisconsin  
My commission expires 1-29-14

I also certify that notice of such meeting(s) were sent via email to the West Bend Daily News, the Germantown Express News, the Hartford Times Press, and the Milwaukee Journal Sentinel.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I further certify that a copy has been posted to the Village website [www.richfieldwi.gov](http://www.richfieldwi.gov).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

5



VILLAGE OF RICHFIELD  
VILLAGE BOARD COMMUNICATION FORM

# 5

MEETING DATE: March 20, 2014

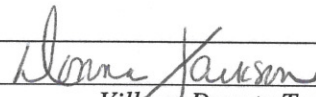
SUBJECT: Consent Agenda  
DATE SUBMITTED: March 12, 2014  
SUBMITTED BY: Jim Healy, Interim Village Administrator

ISSUE SUMMARY:

Included for your review are the Vouchers for Payment, Treasurer's Report, Plan Commission Report, February 20, 2014 Village Board minutes, and new Operator Licenses.

FISCAL IMPACT:

REVIEWED BY:

  
Village Deputy Treasurer

Initial Project Costs: None  
Future Ongoing Costs: None  
Physical Impact (on people/space): None  
Residual or Support/Overhead/Fringe Costs: None

ATTACHMENTS:

1. Vouchers for Payment
2. Treasurer's Report
3. Plan Commission Report
4. Meeting Minutes
5. New Operator License List, Copy of Applications, Background Investigation Reports

STAFF RECOMMENDATION:

Motion to approve the consent agenda as presented.

APPROVED FOR SUBMITTAL BY:

  
Village Staff Member

  
Interim Village Administrator

VILLAGE CLERK USE ONLY  
BOARD ACTION TAKEN

Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_  
Approved \_\_\_\_\_  
Other \_\_\_\_\_

Continued To: \_\_\_\_\_  
Referred To: \_\_\_\_\_  
Denied \_\_\_\_\_  
File No. \_\_\_\_\_

			<b>VILLAGE OF RICHFIELD</b>	<b>March-14</b>	
			<b>*NEED VOUCHER APPROVAL</b>		
<b>CHECK #</b>	<b>PO#</b>	<b>DATE</b>	<b>PAYEE</b>	<b>AMOUNT</b>	<b>COMMENTS</b>
			<b>BATCH #1</b>		
7335		2/14/14	UW Extension	20.00	Fee for Canceled Seminar
7336		2/14/14	Charter Communications	127.67	Broadband Connection
7337			Voided Check		
7338		2/14/14	A T & T	188.38	Phone Bill
7339		2/14/14	Aurora Medical Group	50.00	DOT Annual Consortium Fee
7340		2/14/14	Cheryl Waldhuetter	19.98	Mailbox Replacement
7341		2/14/14	AMB Legal Services Inc	849.20	PP Tax for Little Hands Child Care
ACH		2/21/14	Employers Trust Funds	9,392.56	Retirement for Jan 2014
7342			Voided Check		
7343-7349			Taxing Districts		February Tax Settlement Checks
7350-7356			Taxing Districts		PILT Tax Settlement Checks
7357-7361			Voided Checks		
7362-7402			February Payables		Approved at 2/20 Board Meeting
7403		2/24/14	Local Government Property Insurance	5,844.00	Property Insurance for 2014
7404		2/24/14	WE Energies	2,195.41	Street Lighting
7405		2/24/14	Shannon Hoffmann	35.00	Refund of Operator's License
ACH		2/24/14	Village of Richfield P/R	16,573.25	BiWeekly Payroll
EFTPS		2/24/14	Electronic Federal Tax Payment	6,244.79	Fica/Fed Tax
ACH		2/24/14	Wisconsin Dept of Revenue	1,426.33	State Withholding Tax
7406		2/28/14	Northern Safety & Industrial	27.89	Safety Equipment for Hwy Dept
7407			See March (Batch #2)		
7408		2/28/14	Premium Waters Inc	29.24	Water/Water Cooler
7409		2/28/14	WI Dept of Justice	28.00	Crime Investigations
7410		2/28/14	WE Energies	5,730.51	Heat/Electric Bills
ACH		2/28/14	Capital One	166.35	Postage/Wireless/Hwy Dept Supplies
ACH		2/28/14	Wisconsin Deferred Comp	350.00	457 Plan (payroll deduction)
			<b>TOTAL BATCH #1</b>	<b>49,298.56</b>	<b>Checks written the end of February</b>



	<b>PO#</b>		<b>BATCH #2</b>		
7407		3/1/14	NorthShore Bank Leasing LLC	718.04	(2) Leased Cars
ACH		3/1/14	United Health Care	8,573.26	Health Insurance for Mar 2014
7408-7410			See Feb (Batch #1)		
7411		3/1/14	Delta Dental	245.09	Dental Insurance for Mar 2014
ACH		3/3/14	Village of Richfield P/R	2,035.38	Monthly Payroll
EFTPS		3/3/14	Electronic Federal Tax Payment	556.47	Fica/Fed
7412-7441		3/3/14	Village of Richfield P/R	2,104.36	Election Payroll
7442		3/6/14	Board of Commissioners	47,385.87	Loan Payments
7443		3/6/14	BIASEW	50.00	2014 Membership Dues for Building Inspector
7444		3/6/14	Equal Rights Division	30.00	Work Permits for February 2014
7445		3/6/14	Cooper Signs	200.00	Magnetic Signs for Vehicles
7446		3/6/14	A T & T	189.84	Phone Bill
7447		3/6/14	Charter Communications	127.74	Broadband Connection
7448		3/6/14	Waste Management of Milwaukee	459.59	Waste Disposal
7449		3/6/14	WE Energies	2,194.80	Street Lighting
7450		3/6/14	Aegis Corporation	8,413.00	Workers Comp Adjustment after Final Audit
ACH		3/10/14	Village of Richfield P/R	15,949.94	BiWeekly Payroll
EFTPS		3/10/14	Electronic Federal Tax Payment	6,010.19	Fica/Fed Tax
ACH		3/10/14	Wisconsin Dept of Revenue	1,233.62	State Withholding Tax
ACH		3/10/14	Wisconsin Deferred Comp	350.00	457 Plan
			<b>TOTAL BATCH #2</b>	<b>96,827.19</b>	<b>Checks Written Beginning of March 2014</b>
			<b>BATCH #3</b>		
			Arenz, Molter, Macy, Riffle & Larson	7,833.98	Attorney Fees
			Associated Appraisal Consultants Inc	3,958.33	Assessor Fees
			Cinta's	507.80	Uniform Maintenance
			Civi-Tek Consulting	2,996.00	Planning Consultant
			Conley Services LLC	151.52	Legal Notices
			Decker Supply Co Inc	130.86	Railroad Quiet Zone Markers
	13-14001		Digital Edge	352.00	Signs for Election Location
	2-14030		E.H. Wolf and Sons	640.91	Trans Fluid/Oil/Gear Grease
	2-14020		Fabco Cat	25.56	Plow Parts

		FP Mailing Solutions	107.85	Postage Meter
	2-14001	Falls Auto Parts	481.63	Auto/Truck Parts
	2-14024	Fox Welding Supply Inc	36.22	Compressed Oxygen
		GAI Consultants	2,724.96	Engineering Services
		Hopson Oil LLC	10,199.93	Gas/Diesel
		Houseman & Feind LLP	614.85	Attorney Fees
	2-14037	Kelbe Bros	5,802.00	Hose Fittings/Wheel Kit
	2-14029	Lakeside International Trucks	777.40	Truck Parts
		Lannon Stone Products	924.25	Washed Sand
		<b>TOTAL BATCH #3</b>	<b>38,266.05</b>	
	<b>PO#</b>	<b>BATCH #4</b>		
	2-14027	Matco Tools	79.11	Hwy Dept Supplies
	2-14026	Milwaukee Spring & Alignment	705.57	Parts for Truck #7
	2-14022	Montage Enterprises	159.57	Conveyor Shaft Bearings
		North American Salt	14,990.69	Bulk Hwy Salt
		Office Copying Equipment	229.55	Copier Meter Plan
		Ontech Systems	197.40	Computer Support
		Piggly Wiggly	28.89	Food for Election
	2-14028	Pomp Tire Service Int	30.80	Tire for Broom on Truck #12
		Port A John	232.00	Metro Rental
	1-14002	Quill Corp	175.27	Office Supplies
		Richfield Vol Fire Co	38,075.64	Contract
	2-14033	Road Equipment Parts	81.00	Hwy Dept Supplies
		Schmitt Sanitation	340.00	Pump Holding Tanks
	2-14025	Utecht Tool and Mfg Inc	114.00	Conveyor Motor for Truck #7
		Washington County Sheriff's Dept	21,453.95	Contract
	2-14034	Wausau Equipment Co Inc	738.15	Cylinder for Truck #7
	2-14031	Weller Truck Parts	227.29	Axle Shaft for Truck #26
	2-14036	Wolf Bros	151.77	Kerosene
		<b>TOTAL BATCH #4</b>	<b>78,010.65</b>	
		<b>TOTAL</b>	<b>262,402.45</b>	



**VILLAGE OF RICHFIELD**  
**Treasurer's Report for February 2014**

HSB Checking Account	1/31/14	<u>\$ 3,224,604.18</u>
HSB Checking Account	2/28/14	<u>\$ 1,133,032.76</u>
FNB Entrepreneur Plus Account	2/28/14	<u>\$ 2,501.26</u>
FNB Platinum MMD Account	2/28/14	<u>\$ 498,236.52</u>

**INTEREST EARNED IN FEBRUARY 2014**

	<b>Amount</b>	<b>Interest Rates</b>
Hartford Savings Bank (Sweep Account)	\$ 668.37	0.25%
LGIP - General Fund	\$ 43.85	0.08%
LGIP - Park Impact Fees	\$ 2.74	0.08%
LGIP - Fire Impact Fees	\$ 9.52	0.08%
LGIP - Tax Account	\$ 126.73	0.08%
First National Bank Entrepreneur Account	\$ 0.10	0.05%
First National Bank MMDA Account	\$ 57.32	0.15%

**Total Interest Earned \$ 908.63**

**CERTIFICATES OF DEPOSIT**

				<b>Date Purchased</b>	<b>Expiration Date</b>
First National Bank	12 Month	0.30%	\$ 250,750.84	3/3/13	3/3/14

**\*\* All CD's are fully FDIC insured\*\***

**LOCAL GOVERNMENT INVESTMENT POOL**

		<b>Interest Rates</b>
..... LGIP	General Fund	\$ 729,395.07 0.08%
..... LGIP	Fire Impact Fees	\$ 158,354.58 0.08%
..... LGIP	Park Impact Fees	\$ 45,501.15 0.08%
.....LGIP	Tax Account	\$ 500,779.73 0.08%

**LETTERS OF CREDIT/PERFORMANCE BONDS/DEVELOPER GUARANTEES**

		<b>EXPIRATION DATE</b>
12/31/2013 Loggers Park LLC	\$ 50,000.00	12/31/2014
3/11/2013 Reflections Richfield Investments LLC	\$ 712,650.00	3/11/2014
3/11/2013 Refections Richfield Investments LLC	\$ 150,000.00	3/11/2014

**PERMIT PERFORMANCE BOND**

10/10/2005 T-Mobile Central LLC Wireless Communication Tower	\$ 25,000.00	N/A
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## VILLAGE OF RICHFIELD MEMO

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**DATE:** 3/19/2014  
**TO:** VILLAGE PRESIDENT JOHN JEFFORDS  
**CC:** VILLAGE BOARD  
**FROM:** JIM HEALY, INTERIM VILLAGE ADMINISTRATOR  
**RE:** PLAN COMMISSION REPORT

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Now that the Village Board will not be having an official meeting to coincide with the Plan Commission meetings on the 1<sup>st</sup> Thursday of every month, Village Staff will start to prepare a "Plan Commission Report" of information which was either heard by the Plan Commission or approved/denied. The exception to what would be included in this report would of course be any agenda item which was recommended for approval to this body. At the March meeting the following was recommended for approval to the Village Board:

- 5a. Discussion and possible recommendation to the Village Board regarding the rezoning petition by NMMR Investments #1, LLC to rezoning the following parcels from A-1, Exclusive Agriculture District to Rs-1, Country Estates District, Tax Keys: V10-1317 & V10-1318 and the following parcel from A-1, Exclusive Agricultural District and F-1, Floodplain District to Rs-1, County Estates District and F-1, Floodplain District, Tax Key: V10-1349
- 6a. Discussion and possible recommendation to the Village Board regarding the approval of a two lot Certified Survey Map for the property with Tax Key: V10-1318, NMMR Investments #1, LLC
- 6b. Discussion and possible recommendation to the Village Board regarding the approval of a four lot Certified Survey Map for the properties with Tax Keys: V10-1317 and V10-1349, NMMR Investments #1, LLC
- 6c. Discussion and possible recommendation to the Village Board regarding an "Affidavit of Correction" on a previously approved extraterritorial review for Hickory Fields Subdivision in the Tn. of Lisbon

### **Discussion/Action:**

Aside from the minutes from February 6<sup>th</sup>, which were approved without objection, the Village Plan Commission on March 6<sup>th</sup> considered three items on their agenda in which the Plan Commission was the final approving body. The first item was agenda item 6d, was regarding a Site, Building and Plan of Operation Submittal for St. Gabriel Catholic School, located at 3733 Hubertus Road. The Site, Building and Plan of Operations was approved by the Plan Commission without objection.

The second agenda item, 6e, considered the recommendation regarding the proposed Comprehensive Plan and accompanying maps to present to the public on March 25 from 1-4 pm and 5-8 pm during a Village Open House.

The final agenda item, 6b, was regarding a proposed subdivision concept plan by Don Weyer. Mr. Weyer outlined his plan to the Plan Commission for review and comment at this meeting and a number of suggested changes, modifications, and edits were suggested by the Plan Commission.

**Village of Richfield**  
**4128 Hubertus Road, Hubertus, WI**  
**Village Board/Plan Meeting Minutes February 20, 2014**  
**7:30 pm**

**1. Call to Order/Roll Call**

The meeting was called to order by Village President John Jeffords at 7:37 pm. A quorum of the Village Board was present. Present: Village President John Jeffords; Village Board of Trustees; Rock Brandner, Bill Collins, and Dan Neu.

Excused absence: Trustee Sandy Voss

Also present: Interim Village Administrator Jim Healy, Village Attorney John Macy and Administrative Intern KateLynn Schmitt.

**2. Verification of Compliance with Open Meeting Law**

Interim Village Administrator Healy verified that the meeting was posted per statute at three local post offices and the Village Hall. Digital copies of the agenda were sent to the West Bend Daily News, Germantown Express News, Hartford Times Press, and the Milwaukee Journal Sentinel.

**3. Pledge of Allegiance**

**4. PUBLIC COMMENTS**

No public comments were heard.

**5. PUBLIC HEARING**

- a. **Discussion/Action regarding Resolution R2014-02-01 of the Village Board of the Village of Richfield to vacate and discontinue a portion of Riverview Drive on the petition by Randall B. Adamski to discontinue a 16x10' public way, generally located at 4831 Riverview Drive, pursuant to Wis. Stats. Sections 66.1003(2), 66.1003(8) and 840.11. The portion of the platted road right-of-way is part of the roadway known as Riverview Drive, as designated on the recorded plat of Friess Lake Grove, in part of the NW ¼ of the NW ¼ of Section 17, Township 9 North, Range 19 East, Village of Richfield, Washington County, Wisconsin.**

John Jeffords gave a brief introduction of the public hearing topic stating that a recommendation made by the Village Plan Commission required action from the Village Board.

Motion by Trustee Neu to approve a recommendation by the Plan Commission to approve a resolution vacating the road subject to Mr. Adamski preparing a certified survey map for review and approval through our normal Plan Commission and Village Board process showing that he now owns the 10'x16' box and showing the easement as set forth on the mutually agreed upon easement agreement exhibit; seconded by Trustee Brandner. Motion carried unanimously.

**6. CONSENT AGENDA**

- a. **Vouchers for Payment**  
b. **Treasurer's Report**  
c. **Plan Commission Report**  
d. **Resolution, R2014-01-02, a resolution honoring the public service of former Administrator Joshua Schoemann**  
e. **Meeting Minutes:**  
i. **Village Board, January 23, 2014**

- f. **Village Policies and Procedures:**
  - i. **Resolution R2014-02-02: Baseball Field Advertising Policy (Amendment)**
  - ii. **Resolution R2014-02-03: Escrow/Letters of Credit Policy (Amendment)**
  - iii. **Resolution R2014-02-04: Complaint Policy (Amendment)**

Motion by Trustee Brandner to approve the vouchers for payment, Treasurer's Report, Plan Commission Report, meeting minutes, Resolutions R2014-01-02, R2014-02-02, 03, and 04, and new Operator licenses for Laura Courtemanche and Dwight Zimmerman, and to deny the Operator License for Shannon Hoffman, seconded by Trustee Neu. Motion carried unanimously.

## **7. DISCUSSION/ACTION ITEMS**

- a. **Discussion/Action regarding a claim for 'recovery of unlawful tax' per Wis. Stats 74.35, for the property located at 609 Scenic Road (Tax Key: V10-1161)**

Interim Administrator Healy indicated that Dean Peters, the Village point of contact from Associated Appraisals, had every intention of coming to the meeting, but due to inclement weather conditions he was unable to attend the Board meeting.

Attorney Macy made a side note that the Wisconsin Department of Revenue has been denying more and more of these types of claims, and that if a denial was to occur the Village would be forced to reimburse the homeowner for the recovery of unlawful taxes.

Interim Administrator Healy stated he had had a phone call with Mr. Peters in which he addressed the Village's disappointment with this situation.

President Jeffords inquired as to whether any of the Associated Appraisal's staff had actually even visited the site of the homeowner.

Interim Administrator Healy indicated that they did not and in fact only looked at an aerial view of the property to determine the new assessment figures.

Motion by Trustee Collins to approve the request by Richard and Yvonne Holz of 609 Scenic Road, Colgate (Tax Key: V10-1161) for the recovery of unlawful taxes in the amount of \$2,244.23 and to direct Staff to work with Associated Appraisals on the necessary paperwork to file with the Wisconsin Department of Revenue, seconded by Trustee Brandner. Motion carried unanimously.

- b. **Discussion/Action regarding the approval of a one-lot Certified Survey Map, located at 1320 Friess Lake Road (Tax Key: V10-0674-00A)**

Motion by Trustee Collins to approve the proposed CSM prepared for the property located at 1320 Friess Lake Road, Hubertus (V10-0674-00A) as prepared by Compass Surveying with the following General Conditions of Approval:

### **General Conditions of Approval:**

1. The developer shall satisfy all comments, conditions, and concerns of the Village Engineer, the Village Planner, and all reviewing, objecting and approving bodies, including, but not limited to, the Wisconsin Department of Commerce per ch. 236, Wisconsin Statutes and ch. Comm. 85,

Village of Richfield  
4128 Hubertus Road, Hubertus, WI  
Village Board/Plan Meeting Minutes February 20, 2014  
7:30 pm

Wisconsin Administrative Code; Wisconsin Department of Administration per ch. 236, Wisconsin Statutes; and Washington County.

2. The developer shall, on demand, reimburse the Village all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
3. Any unpaid bills owed to the Village by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; for real property taxes; or for licenses, permit fees, or any other fees owed to the Village; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of the billing by the Village, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of this approval.

seconded by Trustee Neu. Motion carried unanimously.

**c. Discussion/Action regarding the Deed Restrictions for Bark Lake Estates Subdivision**

Motion by Trustee Neu to approve the deed restrictions, dated February 11, 2014, subject to the review and approval by the Village Attorney as to the form and content and the following specific conditions of approval:

- Provided the developer establish the Homeowner's Association and the Architectural Control Committee before the final plat is recorded at the Washington County Register of Deeds.
- Verbiage relating to the use of 'model homes' in the Deed Restrictions be stricken from the final copy prior to the final plat being recorded at the Washington County Register of Deeds.

seconded by Trustee Brandner. Motion carried unanimously.

**d. Discussion/Action regarding the Developer's Agreement for Bark Lake Estates Subdivision**

Motion by Trustee Neu to approve the Developer's Agreement, dated December 26, 2013, subject to the review and approval by the Village Attorney as to the form and content, seconded by Trustee Collins. Motion carried unanimously.

**8. PUBLIC COMMENTS (...continued)**

No one spoke.

**9. ADJOURNMENT**

Motion by Trustee Neu to adjourn the meeting at 10:13 pm, seconded by Trustee Collins. Motion carried



**Village of Richfield  
4128 Hubertus Road, Hubertus, WI  
Village Board/Plan Meeting Minutes February 20, 2014  
7:30 pm**

unanimously.

Respectfully submitted,

KateLynn Schmitt  
Administrative Intern

DRAFT

March 20, 2014 Meeting

New Operator Licenses

Name	Place of Employment	Course or valid license	Criminal History	Recommendation
Jane Thomson	Pioneer Bowl	Valid license	No	Approve
Barbara Privat	Logger's Park	Course	No	Approve
Christina Lubbert	Hairy Lemon	Course	No	Approve

# 6 a-c

Will be presented at meeting

6 d





VILLAGE OF RICHFIELD  
VILLAGE BOARD COMMUNICATION FORM

#

6d

MEETING DATE: March 20, 2014

SUBJECT: Rezoning Petition A-1 & F-1 to Rs-1 & F-1 (Tax Keys: V10-1317, 1318, 1349)  
DATE SUBMITTED: March 12, 2014  
SUBMITTED BY: Jim Healy, Interim Village Administrator

*POLICY ISSUE: DOES THE VILLAGE BOARD WISH TO ACCEPT THE RECOMMENDATION OF THE PLAN COMMISSION TO CONDITIONALLY APPROVE THE REZONING PETITION AS OUTLINED IN THE ATTACHMENTS?*

*ISSUE SUMMARY:*

The Village received a petition from NMMR Investments #1, LLC to rezone the following parcels, V10-1317, V10-1318, and V10-1349 from agricultural and floodplain land to the Village's Rs-1, Country Estates District and F-1, Floodplain District. Rs-1, Country Estates District is the largest single family classification which exists in our adopted Zoning Code. Upon receipt of the zoning petition, the Village's currently adopted 10-Year Future Land Use Map was consulted and the proposed rezoning would be generally consistent with our approved Comprehensive Plan from 2004 which shows a makeup of both single family and environmental corridor.

As a part of this rezoning effort, however, we would ask for the Village Board's *conditional approval* of the rezoning subject to the adoption of the 2014 20-Year Future Land Use Map, which shows the subject area as both single family and environmental corridor, but as an overlay district. Given the fact that Staff is anticipating an April recommendation to the Village Board for the adoption of the new Comprehensive Plan and Maps incorporated therein, it seemed reasonable to make sure our recommendation for rezoning was consistent with what our newly adopted maps will be. The natural topography of this site will ensure the vast majority of this property will still remain 'as is', due to the impossibility (or practicality) of building on the actual kettles.

It should be noted that this agenda item is directly related to the two proposed CSMs which would divide this property into six (6) separate parcels of varying sizes ranging from 12.18 acres to 34.57 acres. Pursuant to the Village Code, Section 70.191, the minimum acreage allowed for newly created parcels is 10 acres, which the developers have met. The setbacks for these parcels would be 125' off of the street, 40' on each side, and 50' on the rear.

In accordance with Wisconsin State Statutes, a Public Hearing was held on March 6, 2014 at the Plan Commission's regular meeting. Property owners within 300' of the property boundary lines were notified accordingly and several appeared to speak in favor of the rezoning. Two suggestions were made by the public which are incorporated into the Specific Conditions of Approval for the four-lot CSM agenda item. In general terms, they dealt with establishing Deed Restrictions for the largest proposed lot (34.57ac) so that it could not be further subdivided and to allow an access easement for the benefit of an adjacent property owner. At the conclusion of the Public Hearing, the following motion was made:

Motion by Dick Melzer to recommend to the Village Board the conditional rezoning of the subject parcels with the following Tax Keys V10-1317, V10-1318, and V10-1349 as outlined in the prepared ordinance, number 2014-03-01 subject to the successful adoption of the 2014 20-Year Future Land Use Map with the following conditions of approval:

- The Developer shall record Deed Restrictions with the Washington County Register of Deeds, as approved by the Interim Village Administrator, that prohibit the future redivision of Lot 3
- The Developer shall show an easement across the west end of Lot 4 for the benefit of parcel V10-1349-00B.

Seconded by Vice-Chairman Don Berghammer; Motion passed without objection.

This motion has been incorporated into the Specific Conditions of Approval for the four-lot CSM you will later discuss.



VILLAGE OF RICHFIELD  
VILLAGE BOARD COMMUNICATION FORM

#

MEETING DATE: March 20, 2014

SUBJECT: Rezoning Petition A-1 & F-1 to Rs-1 & F-1 (Tax Keys: V10-1317, 1318, 1349)  
DATE SUBMITTED: March 12, 2014  
SUBMITTED BY: Jim Healy, Interim Village Administrator

FISCAL IMPACT:

REVIEWED BY:

Village Deputy Treasurer

Initial Project Costs: None  
Future Ongoing Costs: None  
Physical Impact (on people/space): Allowance of rezoning to create 6x, 10+ac parcels  
Residual or Support/Overhead/Fringe Costs: None

ATTACHMENTS:

1. Proposed rezoning configuration as prepared by Village Staff on February 26, 2014.
2. Ordinance 2014-03-01, an ordinance to rezoning Tax Keys: V10-1317, V10-1318, and V10-1349
3. Class II Public Hearing Notice

STAFF RECOMMENDATION:

Motion to approve the conditional rezoning of the subject parcels with the following Tax Keys V10-1317, V10-1318, and V10-1349 as outlined in the prepared ordinance, number O2014-03-01, subject to the successful adoption of the 2014 Comprehensive Plan 20-Year Future Land Use Map.

APPROVED FOR SUBMITTAL BY:

Village Staff Member

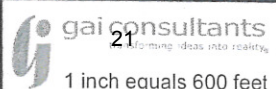
Interim Village Administrator

VILLAGE CLERK USE ONLY  
BOARD ACTION TAKEN

Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_  
Approved \_\_\_\_\_  
Other \_\_\_\_\_

Continued To: \_\_\_\_\_  
Referred To: \_\_\_\_\_  
Denied \_\_\_\_\_  
File No. \_\_\_\_\_







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ORDINANCE 2014-03-01

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**AN ORDINANCE TO REZONE CERTAIN PARCELS OF LAND IN THE VILLAGE OF RICHFIELD AND TO AMEND THE ZONING MAP OF THE VILLAGE OF RICHFIELD PURSUANT TO SECTION 70.163 OF THE MUNICIPAL CODE**

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WHEREAS, the Village of Richfield is acting as the petitioner to rezone the following parcels of land: Tax Keys: V10-1317, V10-1318, and V10-1349 in the Village of Richfield; and

WHEREAS, the subject properties contain approximately 108.56 acres; and

WHEREAS, the petitioner is requesting to change the zoning from A-1, Exclusive Agricultural District to Rs-1, County Estates District (Tax Keys: V10-1317 & V10-1318) and the following parcel from A-1 Exclusive Agricultural District and F-1, Floodplain District to Rs-1, County Estates District and F-1, Floodplain District (Tax Key: V10-1349); and

WHEREAS, the rezoning petition has been submitted to the Village of Richfield Plan Commission for report and recommendation; and

WHEREAS, the required public notice of the public hearing has been provided consistent with Section 62.23 of the Wisconsin Statutes and the Village's zoning regulations; and

WHEREAS, the Plan Commission conducted a public hearing on March 6, 2014; and

WHEREAS, the Plan Commission has recommended to the Village Board that the rezoning change be made; and of the recommendation of the Plan Commission, having determined that all procedural requirements and notice requirements have been satisfied, having given the matter due consideration, having determined that the rezoning is consistent with the Village's Comprehensive Plan, and having based its determination on the effect of granting of said rezoning on the health, safety, and welfare for the community, and the immediate neighborhood in which said use will be located, and having given due consideration to the municipal problems involved, as well as the impact on the surrounding properties as to the noise, dust, smoke, odor and others, has hereby determined that the rezoning will not violate the spirit or intent the zoning ordinance for the Village of Richfield, will not be hazardous, harmful, noxious, offensive or a nuisance by reason of noise, dust, smoke odor or other similar factors and will not for any other reason cause a substantial adverse effect on the property values and general desirability of the neighborhood as long as the development is conducted pursuant to the following conditions and is in strict compliance with the same.

NOW, THEREFORE, the Village of Richfield Village Board, Washington County, Wisconsin ordains as follows:

**Section 1. Zoning Map Change**

The subject property is hereby rezoned as described above and depicted in Exhibit 1, attached hereto, and the zoning map of the Village of Richfield is hereby amended to incorporate the zoning of the subject properties.

**Section 2. Effective Date**

This ordinance shall be in full force and effect from and after its passage and posting or publication as provided by law.

Adopted this 20<sup>th</sup> day of March, 2014

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John Jeffords, Village President

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Attest: Jim Healy, Interim Village Administrator/Clerk

**(Class II Pubic Notice)**  
**NOTICE OF PUBLIC HEARING**  
**VILLAGE OF RICHFIELD**  
**Thursday, March 6, 2014**

**PLEASE TAKE NOTICE:**

Notice is hereby given pursuant to Section 19.84, Wis. Stats., and provisions of the Village of Richfield Code of Ordinances, that the Village of Richfield Plan Commission will conduct a public hearing on Thursday, March 6, 2014 at 7:30 p.m. at the Village Hall,. Located at 4128 Hubertus Road, Hubertus, WI 53033, to consider the petition by NMMR Investments #1, LLC. to rezone the following parcels from A-1, Exclusive Agricultural District to Rs-1, County Estates District, Tax Keys: V10-1317 & V10-1318 and the following parcel from A-1, Exclusive Agricultural District and F-1, Floodplain District to Rs-1, Country Estates District and F-1, Floodplain District, Tax Key: V10-1349.

For information regarding this public hearing, please contact Jim Healy, Interim Village Administrator at (262)-628-2260. A map showing the location of the subject property is available from the Village Clerk during normal business hours.

All interested parties will be heard. Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Clerk's Office at (262)-628-2260 with as much advance notice as possible.

Dated this February 18, 2014

**Publication Dates:**

February 20, 2014

February 27, 2014

Jim Healy  
Interim Village Administrator  
Village of Richfield  
4128 Hubertus Road  
Hubertus, WI 53033  
(262)-628-2260







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## VILLAGE OF RICHFIELD

### VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: March 20, 2014

SUBJECT: Review of a two-lot certified survey map (CSM) for property located off of Scenic Road in Section 34, T9N, R19E, NMMR Investments #1 LLC

DATE SUBMITTED: March 13, 2014

SUBMITTED BY: Jim Healy, Interim Village Administrator

*POLICY DECISION: DOES THE VILLAGE BOARD WISH TO ACCEPT THE RECOMMENDATION OF THE PLAN COMMISSION TO APPROVE THIS TWO-LOT CSM?*

**ISSUE SUMMARY:**

The Plan Commission reviewed a preliminary CSM for a two-lot division off of Scenic Road at its meeting on March 6, 2014, and recommended approval subject to various conditions of approval with the following motion:

Motion by Commissioner Dick Melzer to recommend to the Village Board the approval of the preliminary certified survey map subject to the general and specific conditions listed below:

**Specific Conditions of Approval:**

1. The subject property is rezoned from A-1 to Rs-1.
2. The final CSM shall comply with all requirements in chapter 330 of the Village Code (subdivision regulations) and Chapter 236, Wis. Stats.
3. In addition to other required information, the final CSM shall show the following:
  - (a) Building setback lines for each of the lots, consistent with the zoning district in which they are located.
  - (b) A mortgagee's certificate if the subdivider does not own the subject property in fee simple (i.e., with a mortgage).
  - (c) Location of soil borings for approved septic systems.
4. The location map on sheet 1 of 3 is incorrect. The correct reference should be Section 34.
5. The subdivider shall provide documentary evidence from Washington County showing there are suitable locations on each of the lots for an on-site septic system meeting county and state requirements.
6. Reference to 'Village of Richfield Plan Commission Approval' and signature blocks are removed.
7. Insert "Interim Clerk, Jim Healy" on the appropriate signature block line for the Village Board.

**General Conditions of Approval:**

1. The subdivider shall satisfy all comments, conditions, and concerns of the village engineer, the village planner, and all reviewing, objecting and approving bodies, including, but not limited to, the Wisconsin Department of Commerce per ch. 236, Wisconsin Statutes and ch. Comm. 85, Wisconsin Administrative Code; Wisconsin Department of Administration per ch. 236, Wisconsin Statutes; and Washington County.
2. The subdivider shall, on demand, reimburse the Village all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions
3. Any unpaid bills owed to the Village by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees, or any other fees owed to the Village; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of the billing by the Village, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of this approval.

Seconded by Vice-Chairman Don Berghammer; Motion passed without objection.



**VILLAGE OF RICHFIELD**  
VILLAGE BOARD COMMUNICATION FORM

6e

MEETING DATE: March 20, 2014

SUBJECT: Review of a two-lot certified survey map (CSM) for property located off of Scenic Road in Section 34, T9N, R19E, NMMR Investments #1 LLC

DATE SUBMITTED: March 13, 2014

SUBMITTED BY: Jim Healy, Interim Village Administrator

Since that time, the surveyor has prepared a new CSM, dated March 4, 2014. It addresses several, but not all of the conditions of approval. Village Staff will continue working with the developer to complete this list over the next few weeks, prior to signature of the Village President and Staff and prior to being registered at the County Register of Deeds.

*FISCAL IMPACT:*

REVIEWED BY:

Village Deputy Treasurer

Initial Project Costs: None

Future Ongoing Costs: None – no roads are necessary for this land division

Physical Impact (on people/space): None

Residual or Support/Overhead/Fringe Costs: None

*ATTACHMENTS:*

1. Certified survey map, with a revision date of March 4, 2014 (8½ x 11)
2. Plan Commission Communication Form and Packet, from March 6, 2014

*STAFF RECOMMENDATION:*

Motion to conditionally approve the two-lot certified survey map subject to both the Specific and General Conditions of Approval as recommended by the Plan Commission at their March 6, 2014 regular meeting.

APPROVED FOR SUBMITTAL BY:

\_\_\_\_\_  
Village Staff Member

\_\_\_\_\_  
Interim Village Administrator

VILLAGE CLERKS USE ONLY  
BOARD ACTION TAKEN

Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_  
Approved \_\_\_\_\_  
Other \_\_\_\_\_

Continued To: \_\_\_\_\_  
Referred To: \_\_\_\_\_  
Denied \_\_\_\_\_  
File No. \_\_\_\_\_

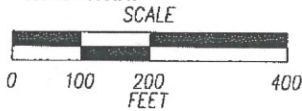
RECEIVED

MAR 13 2014

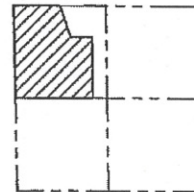
# VILLAGE OF RICHFIELD

## CERTIFIED SURVEY MAP

LOCATED IN:  
THE NW 1/4 OF THE NE 1/4 OF SECTION 34,  
TOWNSHIP 9 NORTH, RANGE 19 EAST, VILLAGE  
OF RICHFIELD, WASHINGTON COUNTY,  
WISCONSIN.



LOCATION MAP  
NE 1/4 - SECTION 34

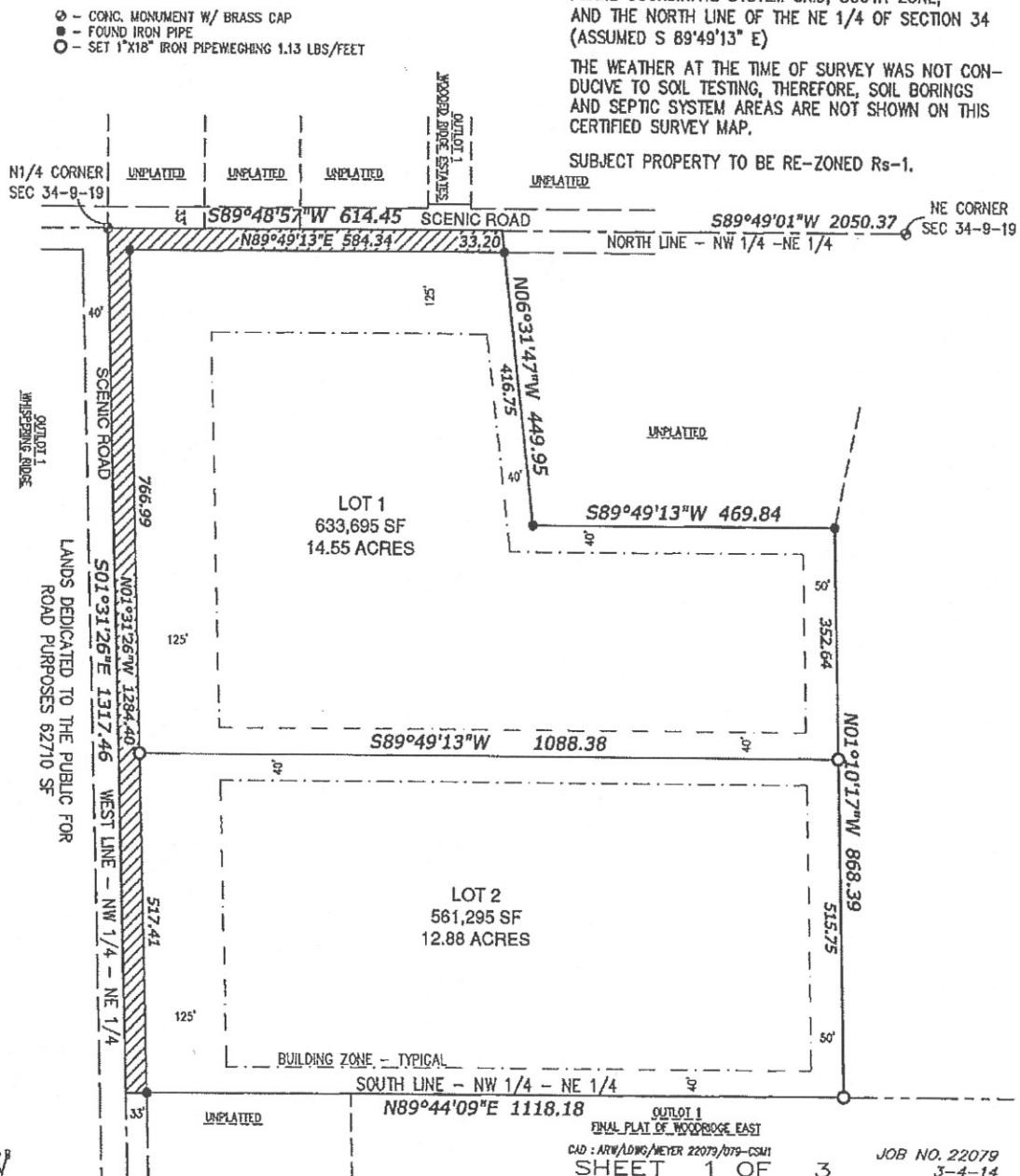


PREPARED BY:  
BAUDHUIN INCORPORATED  
55 S. 3RD AVENUE  
P.O. BOX 105  
STURGEON BAY, WI 54235  
DRAWN BY: MGC

BEARINGS ARE BASED ON THE WISCONSIN STATE  
PLANE COORDINATE SYSTEM GRID, SOUTH ZONE,  
AND THE NORTH LINE OF THE NE 1/4 OF SECTION 34  
(ASSUMED S 89°49'13" E)

THE WEATHER AT THE TIME OF SURVEY WAS NOT CON-  
DUCIVE TO SOIL TESTING, THEREFORE, SOIL BORINGS  
AND SEPTIC SYSTEM AREAS ARE NOT SHOWN ON THIS  
CERTIFIED SURVEY MAP.

SUBJECT PROPERTY TO BE RE-ZONED Rs-1.



FINAL PLAT OF WOODBRIDGE EAST  
CID: ARW/LONG/METER 22079/079-CSM1  
SHEET 1 OF 3

JOB NO. 22079  
3-4-14

## ***CERTIFIED SURVEY MAP***

LOCATED IN:  
THE NW 1/4 OF THE NE 1/4 OF SECTION 34,  
TOWNSHIP 9 NORTH, RANGE 19 EAST, VILLAGE  
OF RICHFIELD, WASHINGTON COUNTY,  
WISCONSIN.

### **Surveyors Certificate:**

I, Michael G. McCarty, Wisconsin Registered Land Surveyor of Baudhuin Incorporated, do hereby certify that under the direction of NMMR Investments #1 LLC, we surveyed, divided and mapped the following described parcel:

A parcel of land located in the NW 1/4 of the NE 1/4 of Section 34, Township 9 North, Range 19 East, Village of Richfield, Washington County, Wisconsin containing 28.87 acres and described as follow:

Commencing at the North 1/4 corner of said Section 34, said corner also being the point of beginning of lands to be described; thence S01°31'26"E – 1317.46 feet along the west line of the NW 1/4 of the NE 1/4 of said Section 34 to the south line of the NW 1/4 of the NE 1/4 of said Section 34; thence N89°44'09"E – 1118.18 feet along said south line; thence N01°10'17"W -- 868.39 feet; thence S89°49'13"W -- 469.84 feet; thence N06°31'47"W – 449.95 feet to the north line of the NW 1/4 of the NE 1/4 of said Section 34; thence S89°48'57"W – 614.45 feet along said north line to the point of beginning.

I further certify that the attached map is a true representation of said property and correctly shows the exterior boundaries and correct measurements thereof. Also, I have fully complied with Chapter 236.34 of the Wisconsin Statutes.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Michael G. McCarty S-2298

### **Village of Richfield Board Approval**

Approved by the Village Board, this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
President, John Jeffords

\_\_\_\_\_  
Interim Clerk, Jim Healy

## CERTIFIED SURVEY MAP

LOCATED IN:  
THE NW 1/4 OF THE NE 1/4 OF SECTION 34,  
TOWNSHIP 9 NORTH, RANGE 19 EAST, VILLAGE  
OF RICHFIELD, WASHINGTON COUNTY,  
WISCONSIN.

### OWNER'S CERTIFICATE OF DEDICATION

NMMR Investments #1 LLC, as owner, does hereby certify that it has caused the land shown and described on this Certified Survey Map to be surveyed, divided, mapped, and dedicated as represented hereon. NMMR Investments #1 LLC, does further certify that this map is required within section s.236.34 of the Wisconsin Statutes in surveying to be submitted to the following for approval or objection:

(1) Village of Richfield Village Board

IN WITNESS WHEREOF, the said NMMR Investments #1 LLC, has caused these presents to be signed by Robert Weyer, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

NMMR Investments #1 LLC

\_\_\_\_\_  
Robert Weyer

STATE OF WISCONSIN)

\_\_\_\_ COUNTY) SS

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, Robert Weyer, of the above named NMMR Investments #1 LLC, to me known to be the person who executed the foregoing instrument, and known to be such Signer of said NMMR Investments #1 LLC, and acknowledged that he executed the foregoing instrument as such officer as the deed of said NMMR Investments #1 LLC, by its authority.

(Notary Seal) \_\_\_\_\_

Notary Public, \_\_\_\_\_ County, Wisconsin.

My Commission (expires) (is permanent) \_\_\_\_\_.





**VILLAGE OF RICHFIELD**  
PLAN COMMISSION COMMUNICATION FORM  
MEETING DATE: March 6, 2014

SUBJECT: Two-lot certified survey map (CSM) for property located off of Scenic Road in Section 34, T9N, R19E, Norb Weyer applicant on behalf of NMMR Investments #1 LLC

DATE SUBMITTED: February 28, 2014

SUBMITTED BY: Jim Healy, Interim Village Administrator

*POLICY QUESTION: DOES THE PLAN COMMISSION WISH TO RECOMMEND TO THE VILLAGE BOARD THE APPROVAL OF THE PROPOSED TWO-LOT CSM?*

*ISSUE SUMMARY:*

Please be advised that should the Plan Commission choose to not recommend approval to the Village Board for the rezoning request as a part of the scheduled Public Hearing, this proposed CSM would not be allowed in their current zoning designation of A-1, Exclusive Agricultural District.

NMMR Investments #1 LLC owns the subject property consisting of 27.43 acres. The property is currently zoned A-1, Exclusive Agricultural District. They have petitioned a rezoning to Rs-1, Country Estates District which is controlled by Section 70.191 of the Village's Zoning Code. The minimum acreage requirement in this zoning district for new parcels is 10 acres, which the applicant meets the standard of. While generally speaking the Village attempts to the greatest degree possible to create new lots which are square and/or rectangular pursuant to our lot design standards set forth in Section 330-42, this particular CSM is unique in that it does have a surrounding property (noted on the face of the CSM as 'unplatted') which affects the shape of the proposed newly created parcel.

Staff has reviewed the preliminary CSM and has the following comments:

1. The subdivider has submitted an application to rezone the subject property from A-1, Exclusive Agricultural District to Rs-1, County Estates District. .
2. Land is being dedicated for road purposes to the Village pursuant to state surveying requirement (harsh marked border around Scenic Road).
3. The Village Engineer has not reviewed the CSM. That review is included as a condition of approval.

*FUTURE IMPACT & ANALYSIS:*

REVIEWED BY: \_\_\_\_\_

Village Deputy Clerk

Forward to Village Board: Yes  
Additional Approvals Needed: Yes  
Signatures Required: Yes

*ATTACHMENTS:*

1. CSM for subject property prepared by Baudhuin Incorporated on February 24, 2014





**VILLAGE OF RICHFIELD**  
PLAN COMMISSION COMMUNICATION FORM  
MEETING DATE: March 6, 2014

**STAFF RECOMMENDATION:**

Motion to recommend to the Village Board the approval of the preliminary certified survey map subject to the general and specific conditions listed below.


**Specific Conditions of Approval:**

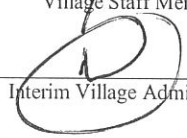
1. The subject property is rezoned from A-1 to Rs-1.
2. The final CSM shall comply with all requirements in chapter 330 of the Village Code (subdivision regulations) and Chapter 236, Wis. Stats.
3. In addition to other required information, the final CSM shall show the following:
  - (a) Building setback lines for each of the lots, consistent with the zoning district in which they are located.
  - (b) A mortgagee's certificate if the subdivider does not own the subject property in fee simple (i.e., with a mortgage).
  - (c) Location of soil borings for approved septic systems.
4. The location map on sheet 1 of 3 is incorrect. The correct reference should be Section 34.
5. The subdivider shall provide documentary evidence from Washington County showing there are suitable locations on each of the lots for an on-site septic system meeting county and state requirements.
6. Reference to 'Village of Richfield Plan Commission Approval' and signature blocks are removed.
7. Insert "Interim Clerk, Jim Healy" on the appropriate signature block line for the Village Board.

**General Conditions of Approval:**

1. The subdivider shall satisfy all comments, conditions, and concerns of the village engineer, the village planner, and all reviewing, objecting and approving bodies, including, but not limited to, the Wisconsin Department of Commerce per ch. 236, Wisconsin Statutes and ch. Comm. 85, Wisconsin Administrative Code; Wisconsin Department of Administration per ch. 236, Wisconsin Statutes; and Washington County.
2. The subdivider shall, on demand, reimburse the Village all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions
3. Any unpaid bills owed to the Village by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees, or any other fees owed to the Village; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of the billing by the Village, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of this approval.

APPROVED FOR SUBMITTAL BY:

  
\_\_\_\_\_  
Village Staff Member

  
\_\_\_\_\_  
Interim Village Administrator

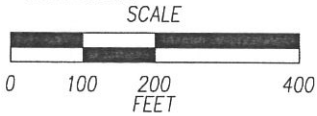
VILLAGE CLERKS USE ONLY  
BOARD ACTION TAKEN

Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_  
Approved \_\_\_\_\_  
Other \_\_\_\_\_

Continued To: \_\_\_\_\_  
Referred To: \_\_\_\_\_  
Denied \_\_\_\_\_  
File No. \_\_\_\_\_

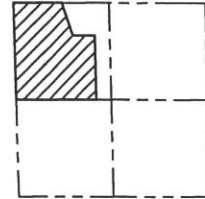
# CERTIFIED SURVEY MAP

LOCATED IN:  
THE NW 1/4 OF THE NE 1/4 OF SECTION 34,  
TOWNSHIP 9 NORTH, RANGE 19 EAST, VILLAGE  
OF RICHFIELD, WASHINGTON COUNTY,  
WISCONSIN.



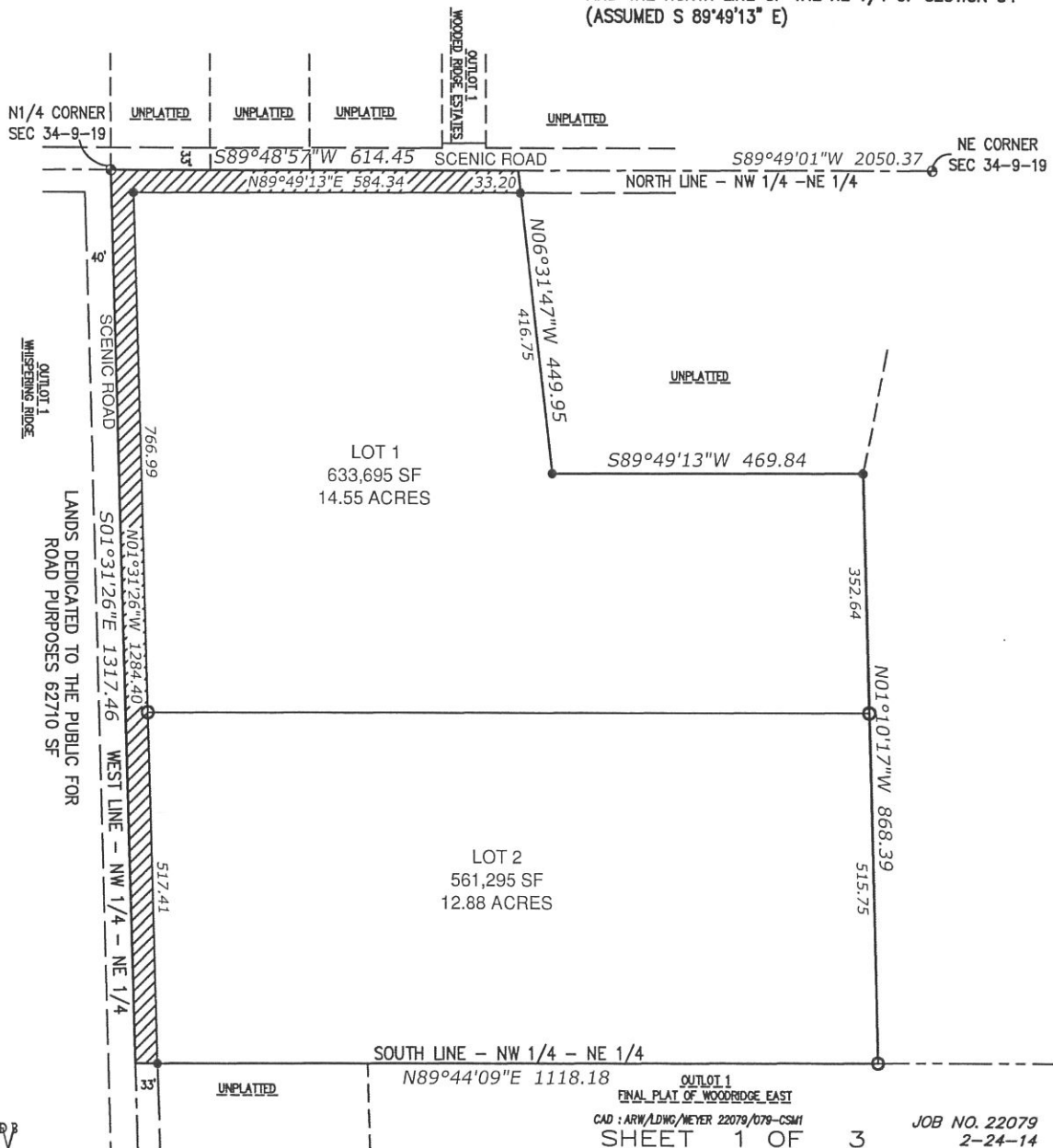
PREPARED BY:  
BAUDHUIN INCORPORATED  
55 S. 3RD AVENUE  
P.O. BOX 105  
STURGEON BAY, WI 54235  
DRAWN BY: MGMC

LOCATION MAP  
NE 1/4 - SECTION 14



- - CONC. MONUMENT W/ BRASS CAP
- - FOUND IRON PIPE
- - SET 1"x18" IRON PIPEWEIGHING 1.13 LBS/FEET

BEARINGS ARE BASED ON THE WISCONSIN STATE  
PLANE COORDINATE SYSTEM GRID, SOUTH ZONE,  
AND THE NORTH LINE OF THE NE 1/4 OF SECTION 34  
(ASSUMED S 89°49'13" E)



FINAL PLAT OF WOODBRIDGE EAST  
CAD: ARW/LDW/MEYER 22079/079-CSM  
SHEET 1 OF 3

JOB NO. 22079  
2-24-14

## CERTIFIED SURVEY MAP

LOCATED IN:  
THE NW 1/4 OF THE NE 1/4 OF SECTION 34,  
TOWNSHIP 9 NORTH, RANGE 19 EAST, VILLAGE  
OF RICHFIELD, WASHINGTON COUNTY,  
WISCONSIN.

### OWNER'S CERTIFICATE OF DEDICATION

NMMR Investments #1 LLC, as owner, does hereby certify that it has caused the land shown and described on this Certified Survey Map to be surveyed, divided, mapped, and dedicated as represented hereon. NMMR Investments #1 LLC, does further certify that this map is required within section s.236.34 of the Wisconsin Statutes in surveying to be submitted to the following for approval or objection:

(1) Village of Richfield Village Board

IN WITNESS WHEREOF, the said NMMR Investments #1 LLC, has caused these presents to be signed by Nibert Weyer, on this \_\_, day of \_\_, 20\_\_.

NMMR Investments #1 LLC

\_\_\_\_\_  
Nibert Weyer

STATE OF WISCONSIN)  
\_\_\_\_ COUNTY) SS

Personally came before me this \_\_ day of \_\_, 20\_\_, Nibert Weyer, of the above named NMMR Investments #1 LLC, to me known to be the person who executed the foregoing instrument, and known to be such Signer of said NMMR Investments #1 LLC, and acknowledged that he executed the foregoing instrument as such officer as the deed of said NMMR Investments #1 LLC, by its authority.

(Notary Seal) \_\_\_\_\_

Notary Public, \_\_\_\_\_ County, Wisconsin.

My Commission (expires) (is permanent) \_\_\_\_\_.

## CERTIFIED SURVEY MAP

LOCATED IN:  
THE NW 1/4 OF THE NE 1/4 OF SECTION 34,  
TOWNSHIP 9 NORTH, RANGE 19 EAST, VILLAGE  
OF RICHFIELD, WASHINGTON COUNTY,  
WISCONSIN.

### Surveyors Certificate:

I, Michael G. McCarty, Wisconsin Registered Land Surveyor of Baudhuin Incorporated, do hereby certify that under the direction of NMMR Investments #1 LLC, we surveyed, divided and mapped the following described parcel:

A parcel of land located in the NW 1/4 of the NE 1/4 of Section 34, Township 9 North, Range 19 East, Village of Richfield, Washington County, Wisconsin containing 28.87 acres and described as follow:

Commencing at the North 1/4 corner of said Section 34, said corner also being the point of beginning of lands to be described; thence S01°31'26"E -- 1317.46 feet along the west line of the NW 1/4 of the NE 1/4 of said Section 34 to the south line of the NW 1/4 of the NE 1/4 of said Section 34; thence N89°44'09"E -- 1118.18 feet along said south line; thence N01°10'17"W -- 868.39 feet; thence S89°49'13"W -- 469.84 feet; thence N06°31'47"W -- 449.95 feet to the north line of the NW 1/4 of the NE 1/4 of said Section 34; thence S89°48'57"W -- 614.45 feet along said north line to the point of beginning.

I further certify that the attached map is a true representation of said property and correctly shows the exterior boundaries and correct measurements thereof. Also, I have fully complied with Chapter 236.34 of the Wisconsin Statutes.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Michael G. McCarty S-2298

### Village of Richfield Plan Commission Approval

Approved by the Plan Commission, this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Chairman, Jim Otto

\_\_\_\_\_  
Secretary

### Village of Richfield Board Approval

Approved by the Village Board, this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
President, John Jeffords

\_\_\_\_\_  
Clerk

6 f



# VILLAGE OF RICHFIELD

## VILLAGE BOARD COMMUNICATION FORM

6 f.

MEETING DATE: March 20, 2014

SUBJECT: Review of a four-lot certified survey map (CSM) for property located off of Scenic Road in Section 34 and 35, T9N, R19E, NMMR Investments #1 LLC

DATE SUBMITTED: March 13, 2014

SUBMITTED BY: Jim Healy, Interim Village Administrator

*POLICY DECISION: DOES THE VILLAGE BOARD WISH TO ACCEPT THE RECOMMENDATION OF THE PLAN COMMISSION TO APPROVE THIS FOUR-LOT CSM?*

*ISSUE SUMMARY:*

The Plan Commission reviewed a preliminary CSM for a four-lot division off of Scenic Road at its meeting on March 6, 2014, and recommended approval subject to various conditions of approval with the following motion:

Motion by Vice-Chairman Don Berghammer to recommend to the Village Board the approval of the Certified Survey Map subject to the general and specific conditions listed below.

**Specific Conditions of Approval:**

1. The subject property is rezoned from A-1 to Rs-1 and F-1.
2. The final CSM shall comply with all requirements in chapter 330 of the Village Code (subdivision regulations) and Chapter 236, Wis. Stats.
3. In addition to other required information, the final CSM shall show the following:
  - a. 100 year floodplain boundary in effect on the date of this approval along with a notation as to the source.
  - b. Existing buildings and other similar improvements.
  - c. Building setback lines for each of the lots, consistent with the zoning district in which they are located.
  - d. Waterbodies
  - e. Wetlands and the source of delineation, as approved by the Village Engineer.
  - f. A mortgagee's certificate if the subdivider does not own the subject property in fee simple (i.e., with a mortgage).
  - g. Location of soil borings for approved septic systems.
4. The subdivider shall provide documentary evidence from Washington County showing there are suitable locations on each of the lots for an on-site septic system meeting county and state requirements.
5. Reference to 'Village of Richfield Plan Commission Approval' and signature blocks are removed.
6. Insert "Interim Clerk, Jim Healy" on the appropriate signature block line for the Village Board.
7. Prior to any construction or any land-altering activity, the subdivider shall comply with all of the following:
  - a. The subdivider shall obtain all necessary approvals for onsite septic systems meeting village, county, and state requirements.
  - b. The subdivider shall obtain all necessary permits and approvals from the Village of Richfield, Washington County, the State of Wisconsin, or the federal government as may be required for any construction or land-altering activity.
  - c. The subdivider shall submit a Developer Agreement to the Village Board and obtain approval of the same. Such agreement shall address the improvements and other matters and shall be based on the most current version of the model agreement as prepared by the Village Attorney.
  - d. The subdivider shall submit a Letter of Credit (or cash) for the improvements in an amount as approved by the Village Engineer and in a form as approved by the Village Attorney.
  - e. The subdivider shall submit a storm water management plan to the Village Engineer and obtain approval of the same, if one is required.
  - f. The subdivider shall submit an erosion control plan to the Village Engineer and obtain approval of the same, if one is required.
  - g. The subdivider shall submit all construction plans for the cul-de-sac bulb on Ridgeview Court to the Village Engineer and obtain approval of the same.





**VILLAGE OF RICHFIELD**  
VILLAGE BOARD COMMUNICATION FORM

6 f.

MEETING DATE: March 20, 2014

SUBJECT: Review of a four-lot certified survey map (CSM) for property located off of Scenic Road in Section 34 and 35, T9N, R19E, NMMR Investments #1 LLC

DATE SUBMITTED: March 13, 2014

SUBMITTED BY: Jim Healy, Interim Village Administrator

8. The Developer shall record Deed Restrictions with the Washington County Register of Deeds, as approved by the Interim Village Administrator, that prohibit the future redivision of Lot 3.
9. The Developer shall show an easement across the west end of Lot 4 for the benefit of parcel V10-1349-00B.

**General Conditions of Approval:**

1. The subdivider shall satisfy all comments, conditions, and concerns of the village engineer, the village planner, and all reviewing, objecting and approving bodies, including, but not limited to, the Wisconsin Department of Commerce per ch. 236, Wisconsin Statutes and ch. Comm. 85, Wisconsin Administrative Code; Wisconsin Department of Administration per ch. 236, Wisconsin Statutes; and Washington County.
2. The subdivider shall, on demand, reimburse the Village all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions
3. Any unpaid bills owed to the Village by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees, or any other fees owed to the Village; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of the billing by the Village, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of this approval.

Seconded by Dick Melzer; Motion passed without objection.

It should be noted that the above two Specific Conditions of Approval which are highlighted were added at the request of the citizens in attendance that night and agreed to by the developer.

Since that time, the surveyor has prepared a new CSM, dated 3-4-14. It addresses the some of the specific conditions of approval with the majority of which still need to be completed. Also, the new CSM has been slightly revised to show an offset cul-de-sac to increase the buildable portion of Lot 2. After a discussion with Village Engineer Ron Dalton, he is satisfied that the geometrics of the design are suitable. However, construction documents will still need to be reviewed as outlined above.

**FISCAL IMPACT:**

Initial Project Costs: None  
Future Ongoing Costs: Infrastructure improvement  
Physical Impact (on people/space): None  
Residual or Support/Overhead/Fringe Costs: None

REVIEWED BY:

Village Deputy Treasurer





**VILLAGE OF RICHFIELD**  
**VILLAGE BOARD COMMUNICATION FORM**

MEETING DATE: March 20, 2014

SUBJECT: Review of a four-lot certified survey map (CSM) for property located off of Scenic Road  
in Section 34 and 35, T9N, R19E, NMMR Investments #1 LLC

DATE SUBMITTED: March 13, 2014

SUBMITTED BY: Jim Healy, Interim Village Administrator

*ATTACHMENTS:*

1. Certified survey map, dated 3-12-14 (8½ x 11)
2. Plan Commission Communication Form and Packet, from March 6, 2014

*STAFF RECOMMENDATION:*

Motion to conditionally approve the revised four-lot certified survey map subject to both the Specific and General Conditions of Approval as recommended by the Plan Commission on March 6, 2014.

APPROVED FOR SUBMITTAL BY:

Village Staff Member

Interim Village Administrator

VILLAGE CLERKS USE ONLY  
BOARD ACTION TAKEN

Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_  
Approved \_\_\_\_\_  
Other \_\_\_\_\_

Continued To: \_\_\_\_\_  
Referred To: \_\_\_\_\_  
Denied \_\_\_\_\_  
File No. \_\_\_\_\_

MAR 13 2014

VILLAGE OF RICHMOND ST

LOCATION MAP  
NE 1/4 - SECTION 34 &  
NW 1/4 SECTION 35

NE 1/4  
SECTION 34

NW 1/4  
SECTION 35

BEARINGS ARE BASED ON THE WISCONSIN STATE PLANE COORDINATE SYSTEM GRID, SOUTH ZONE, AND THE NORTH LINE OF THE NE 1/4 OF SECTION 34 (ASSUMED S 89°49'13" E)

THE WEATHER AT THE TIME OF SURVEY WAS NOT CON-  
DUCIVE TO SOIL TESTING, THEREFORE, SOIL BORINGS  
AND SEPTIC SYSTEM AREAS ARE NOT SHOWN ON THIS  
CERTIFIED SURVEY MAP.

SUBJECT PROPERTY TO BE RE-ZONED R<sub>2</sub>-1.

SUBJECT PROPERTY TO BE RE-ZONED R5-1.

⦿ - CONC. MONUMENT W/ BRASS CAP  
 ● - FOUND IRON PIPE  
 ○ - SET 1"x18" IRON PIPEWEIGHING 1.13 LBS/FEET

L1	N89°49'13"E	33.00
L2	S01°25'47"E	66.00
L3	N89°49'13"E	33.00
L4	S88°05'13"W	200.00
L5	N03°49'47"W	138.15

LANDS DEDICATED TO  
THE PUBLIC FOR ROAD  
PURPOSES 2172 SF

LOCATED IN:

THE NW 1/4 OF THE NE 1/4, AND THE NE 1/4 OF  
THE NE 1/4, OF SECTION 34, AND THE NW 1/4 OF  
THE NW 1/4, OF SECTION 35, TOWNSHIP 9  
NORTH, RANGE 19 EAST, VILLAGE OF RICHFIELD,  
WASHINGTON COUNTY, WISCONSIN.



A horizontal scale bar with a black and white alternating pattern. It is labeled "SCALE" at the top and "FEET" at the bottom. Numerical markings are present at 0, 150, 300, and 600.

[illegible]

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## CERTIFIED SURVEY MAP

LOCATED IN:

THE NW 1/4 OF THE NE 1/4, AND THE NE 1/4 OF  
THE NE 1/4, OF SECTION 34, AND THE NW 1/4 OF  
THE NW 1/4, OF SECTION 35, TOWNSHIP 9  
NORTH, RANGE 19 EAST, VILLAGE OF RICHFIELD,  
WASHINGTON COUNTY, WISCONSIN.

### Surveyors Certificate:

I, Michael G. McCarty, Wisconsin Registered Land Surveyor of Baudhuin Incorporated, do hereby certify that under the direction of NMMR Investments #1 LLC, we surveyed, divided and mapped the following described parcel:

A parcel of land located in the NW 1/4 of the NE 1/4 and the NE 1/4 of the NE 1/4 of Section 34 and the NW 1/4 of The NW 1/4 of Section 35, Township 9 North, Range 19 East, Village of Richfield, Washington County, Wisconsin containing 82.27 acres and described as follow:

Commencing at the NE corner of said Section 34, said corner also being the point of beginning of lands to be described; thence S89°49'13"W -- 33.00 feet along north line of the NE 1/4 of said Section 34; thence S01°25'47"E -- 66.00 feet; thence N89°49'13"E -- 33.00 feet; thence N88°05'13"E -- 200.00 feet; thence S03°49'47"E -- 138.15 feet; thence S03°04'13"W - 225.30 feet; thence S77°57'43"W - 281.76 feet; thence N18°00'47"W -- 504.90 feet to said north line; thence S89°49'19"W -- 1204.06 feet along said north line; thence S11°39'13"W -- 456.95 feet; thence S01°10'17"E -- 868.39 feet to the south line of the N 1/2 of the NE 1/4 of said Section 34; thence N89°44'09"E -- 1530.38 feet along said south line to the south line of the NW 1/4 of the NE 1/4 of said Section 35; thence N88°53'20"E -- 1326.05 feet along said south line to the east line of the NW 1/4 of the NE 1/4 of said Section 35; thence N00°57'28"W -- 1312.99 feet to the north line of the NW 1/4 of the NE 1/4 of said Section 35; thence S88°54'03"W -- 1322.85 feet along said north line to the point of beginning.

I further certify that the attached map is a true representation of said property and correctly shows the exterior boundaries and correct measurements thereof. Also, I have fully complied with Chapter 236.34 of the Wisconsin Statutes.

Dated: \_\_\_\_\_ :

Michael G. McCarty S-2298

### Village of Richfield Board Approval

Approved by the Village Board, this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
President, John Jeffords

\_\_\_\_\_  
Interim Clerk, Jim Healy

## CERTIFIED SURVEY MAP

LOCATED IN:

THE NW 1/4 OF THE NE 1/4, AND THE NE 1/4 OF  
THE NE 1/4, OF SECTION 34, AND THE NW 1/4 OF  
THE NW 1/4, OF SECTION 35, TOWNSHIP 9  
NORTH, RANGE 19 EAST, VILLAGE OF RICHFIELD,  
WASHINGTON COUNTY, WISCONSIN.

### OWNER'S CERTIFICATE OF DEDICATION

NMMR Investments #1 LLC, as owner, does hereby certify that it has caused the land shown and described on this Certified Survey Map to be surveyed, divided, mapped, and dedicated as represented hereon. NMMR Investments #1 LLC, does further certify that this map is required within section s.236.34 of the Wisconsin Statutes in surveying to be submitted to the following for approval or objection:

(1) Village of Richfield Village Board

IN WITNESS WHEREOF, the said NMMR Investments #1 LLC, has caused these presents to be signed by Robert Weyer, on this \_\_, day of \_\_, 20\_\_.

NMMR Investments #1 LLC

\_\_\_\_\_  
Robert Weyer

STATE OF WISCONSIN)

\_\_\_\_ COUNTY) SS

Personally came before me this \_\_ day of \_\_, 20\_\_, Robert Weyer, of the above named NMMR Investments #1 LLC, to me known to be the person who executed the foregoing instrument, and known to be such Signer of said NMMR Investments #1 LLC, and acknowledged that he executed the foregoing instrument as such officer as the deed of said NMMR Investments #1 LLC, by its authority.

(Notary Seal) \_\_\_\_\_

Notary Public, \_\_\_\_\_ County, Wisconsin.

My Commission (expires) (is permanent) \_\_\_\_\_.



**VILLAGE OF RICHFIELD**  
PLAN COMMISSION COMMUNICATION FORM  
MEETING DATE: March 6, 2014

66.

SUBJECT: Four-lot Certified Survey Map (CSM) for property located off of Scenic Road in Sections 34 and 35, T9N, R19E, NMMR Investments #1 LLC

DATE SUBMITTED: February 28, 2014

SUBMITTED BY: Jim Healy, Interim Village Administrator

*POLICY QUESTION: DOES THE PLAN COMMISSION WISH TO RECOMMEND TO THE VILLAGE BOARD THE APPROVAL OF THE PROPOSED FOUR-LOT CSM?*

*ISSUE SUMMARY:*

Please be advised that should the Plan Commission choose to not recommend approval to the Village Board for the rezoning request as a part of the scheduled Public Hearing, this proposed CSM would not be allowed in their current zoning designation of A-1, Exclusive Agricultural District and F-1, Floodplain District.

NMMR Investments #1 LLC owns the subject property consisting of 81.13 acres. The property is currently zoned A-1, Exclusive Agricultural District and F-1, Floodplain District. They have petitioned a rezoning to Rs-1, Country Estates District and F-1, Floodplain District which are controlled by Section 70.191 and 70.211 of the Village's Zoning Code, respectively. The minimum acreage requirement in this zoning district for new parcels is 10 acres, which the applicant meets the standard of. While generally speaking the Village attempts to the greatest degree possible to create new lots which are square and/or rectangular pursuant to our lot design standards set forth in Section 330-42, this particular CSM is unique in that it does have a surrounding property (noted on the face of the CSM as 'unplatted') and undulating topography which affects the shape of the proposed newly created parcels. Staff worked with the developer in this regard to ensure that ridgelines were utilized to the benefit of individual property owners so that two individuals would not bisect portions of the kettles.

Staff has reviewed the preliminary CSM and has the following comments:

1. The subdivider has submitted an application to rezone the subject property from A-1, Exclusive Agricultural District to Rs-1, County Estates District and F-1, Floodplain District.
2. Land is being dedicated for road purposes to the Village pursuant to state surveying requirement (harsh marked border around Scenic Road).
3. The Village Engineer has not reviewed the CSM. That review is included as a condition of approval.
4. The subdivider will be constructing the cul-de-sac bulb at the terminus of Ridgeview Court for the benefit of Lot 2.
5. Individual parcels range from 12.18 acres to 34.57 acres.

*FUTURE IMPACT & ANALYSIS:*

REVIEWED BY:

*Carolyn Forks*  
Village Deputy Clerk

Forward to Village Board: Yes

Additional Approvals Needed: Yes

Signatures Required: Yes

*ATTACHMENTS:*

1. CSM for subject property prepared by Baudhuin Incorporated on February 24, 2014
2. Washington County GIS overview of property





**VILLAGE OF RICHFIELD**  
PLAN COMMISSION COMMUNICATION FORM  
MEETING DATE: March 6, 2014

*STAFF RECOMMENDATION:*

Motion to recommend to the Village Board the approval of the Certified Survey Map subject to the general and specific conditions listed below.

**Specific Conditions of Approval:**

1. The subject property is rezoned from A-1 to Rs-1 and F-1.
2. The final CSM shall comply with all requirements in chapter 330 of the Village Code (subdivision regulations) and Chapter 236, Wis. Stats.
3. In addition to other required information, the final CSM shall show the following:
  - (a) 100 year floodplain boundary in effect on the date of this approval along with a notation as to the source.
  - (b) Existing buildings and other similar improvements.
  - (c) Building setback lines for each of the lots, consistent with the zoning district in which they are located.
  - (d) Waterbodies
  - (e) Wetlands and the source of delineation, as approved by the Village Engineer.
  - (f) A mortgagee's certificate if the subdivider does not own the subject property in fee simple (i.e., with a mortgage).
  - (g) Location of soil borings for approved septic systems.
4. The subdivider shall provide documentary evidence from Washington County showing there are suitable locations on each of the lots for an on-site septic system meeting county and state requirements.
5. Reference to 'Village of Richfield Plan Commission Approval' and signature blocks are removed.
6. Insert "Interim Clerk, Jim Healy" on the appropriate signature block line for the Village Board.
7. Prior to any construction or any land-altering activity, the subdivider shall comply with all of the following:
  - (a) The subdivider shall obtain all necessary approvals for onsite septic systems meeting village, county, and state requirements.
  - (b) The subdivider shall obtain all necessary permits and approvals from the Village of Richfield, Washington County, the State of Wisconsin, or the federal government as may be required for any construction or land-altering activity.
  - (c) The subdivider shall submit a Developer Agreement to the Village Board and obtain approval of the same. Such agreement shall address the improvements and other matters and shall be based on the most current version of the model agreement as prepared by the Village Attorney.
  - (d) The subdivider shall submit a Letter of Credit (or cash) for the improvements in an amount as approved by the Village Engineer and in a form as approved by the Village Attorney.
  - (e) The subdivider shall submit a storm water management plan to the Village Engineer and obtain approval of the same, if one is required.
  - (f) The subdivider shall submit an erosion control plan to the Village Engineer and obtain approval of the same, if one is required.
  - (g) The subdivider shall submit all construction plans for the cul-de-sac bulb on Ridgeview Court to the Village Engineer and obtain approval of the same.


**General Conditions of Approval:**


1. The subdivider shall satisfy all comments, conditions, and concerns of the village engineer, the village planner, and all reviewing, objecting and approving bodies, including, but not limited to, the Wisconsin Department of Commerce per ch. 236, Wisconsin Statutes and ch. Comm. 85, Wisconsin Administrative Code; Wisconsin Department of Administration per ch. 236, Wisconsin Statutes; and Washington County.
2. The subdivider shall, on demand, reimburse the Village all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions
3. Any unpaid bills owed to the Village by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees, or any other fees owed to the Village; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of the billing by the Village, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of this approval.



**VILLAGE OF RICHFIELD**  
PLAN COMMISSION COMMUNICATION FORM  
MEETING DATE: March 6, 2014

APPROVED FOR SUBMITTAL BY:

  
\_\_\_\_\_  
Village Staff Member

  
\_\_\_\_\_  
Interim Village Administrator

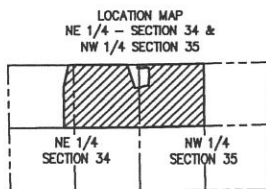
VILLAGE CLERKS USE ONLY  
BOARD ACTION TAKEN

Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_  
Approved \_\_\_\_\_  
Other \_\_\_\_\_

Continued To: \_\_\_\_\_  
Referred To: \_\_\_\_\_  
Denied \_\_\_\_\_  
File No. \_\_\_\_\_



LANDS DEDICATED TO  
THE PUBLIC FOR ROAD  
PURPOSES 3577 SF



BEARINGS ARE BASED ON THE WISCONSIN STATE  
PLANE COORDINATE SYSTEM GRID, SOUTH ZONE,  
AND THE NORTH LINE OF THE NE 1/4 OF SECTION 34  
(ASSUMED S 89°49'13" E)

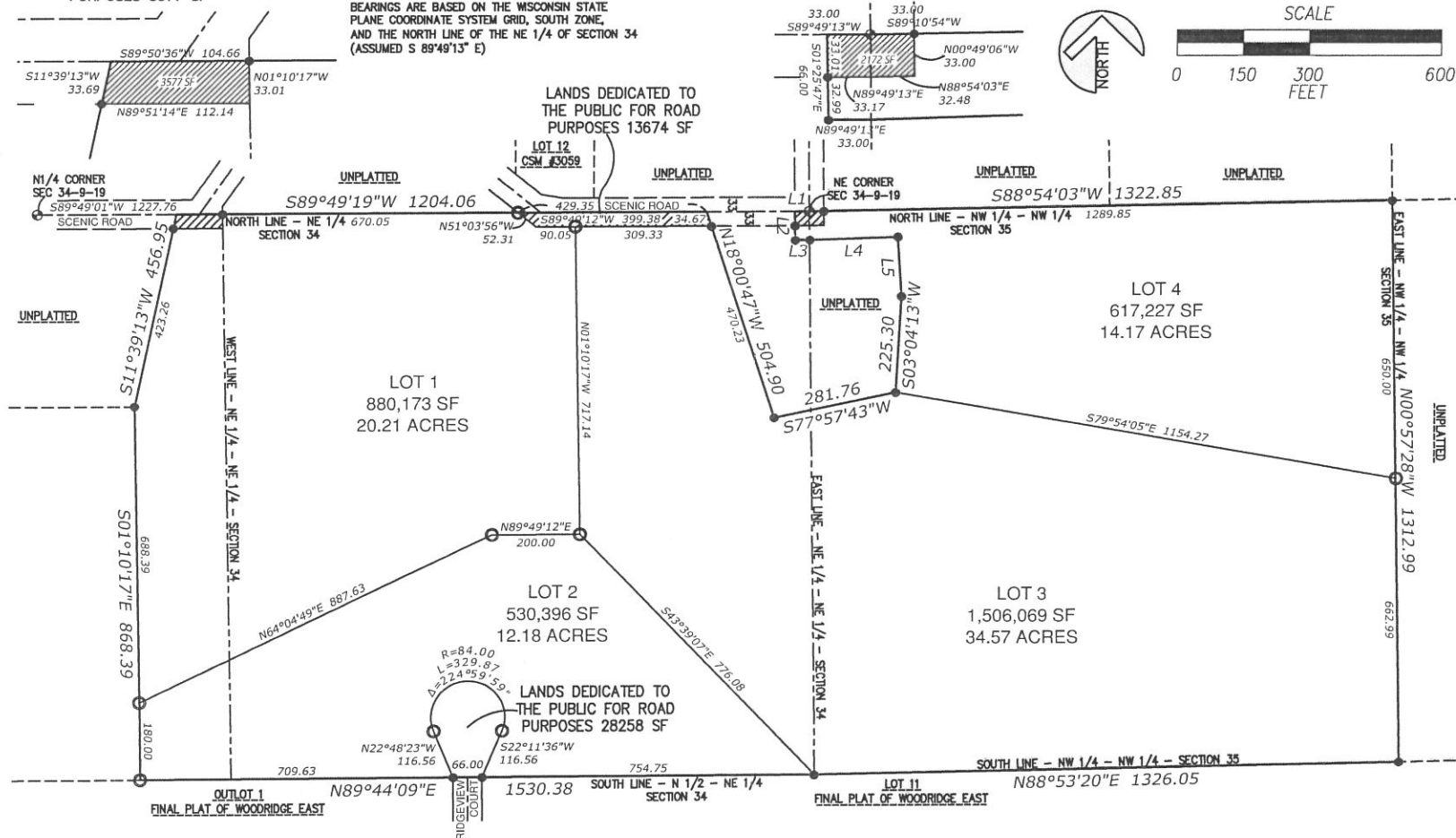
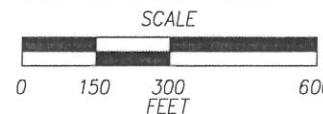
- ⊙ - CONC. MONUMENT W/ BRASS CAP
- - FOUND IRON PIPE
- - SET 1"x18" IRON PIPEWEIGHING 1.13 LBS/FEET

LANDS DEDICATED TO  
THE PUBLIC FOR ROAD  
PURPOSES 2172 SF

CERTIFIED SURVEY MAP

LOCATED IN:

THE NW 1/4 OF THE NE 1/4, AND THE NE 1/4 OF  
THE NE 1/4, OF SECTION 34, AND THE NW 1/4 OF  
THE NW 1/4, OF SECTION 35, TOWNSHIP 9  
NORTH, RANGE 19 EAST, VILLAGE OF RICHFIELD,  
WASHINGTON COUNTY, WISCONSIN.



JOB NO. 22079  
2-24-14

CAD : ARW/LDWG/MEYER 22079/079-CSM1  
SHEET 1 OF

## CERTIFIED SURVEY MAP

LOCATED IN:

THE NW 1/4 OF THE NE 1/4, AND THE NE 1/4 OF  
THE NE 1/4, OF SECTION 34, AND THE NW 1/4 OF  
THE NW 1/4, OF SECTION 35, TOWNSHIP 9  
NORTH, RANGE 19 EAST, VILLAGE OF RICHFIELD,  
WASHINGTON COUNTY, WISCONSIN.

Surveyors Certificate:

I, Michael G. McCarty, Wisconsin Registered Land Surveyor of Baudhuin Incorporated, do hereby certify that under the direction of NMMR Investments #1 LLC, we surveyed, divided and mapped the following described parcel:

A parcel of land located in the NW 1/4 of the NE 1/4 and the NE 1/4 of the NE 1/4 of Section 34 and the NW 1/4 of The NW 1/4 of Section 35, Township 9 North, Range 19 East, Village of Richfield, Washington County, Wisconsin containing 82.27 acres and described as follow:

Commencing at the NE corner of said Section 34, said corner also being the point of beginning of lands to be described; thence S89°49'13"W -- 33.00 feet along north line of the NE 1/4 of said Section 34; thence S01°25'47"E -- 66.00 feet; thence N89°49'13"E -- 33.00 feet; thence N88°05'13"E -- 200.00 feet; thence S03°49'47"E -- 138.15 feet; thence S03°04'13"W - 225.30 feet; thence S77°57'43"W - 281.76 feet; thence N18°00'47"W -- 504.90 feet to said north line; thence S89°49'19"W -- 1204.06 feet along said north line; thence S11°39'13"W -- 456.95 feet; thence S01°10'17"E -- 868.39 feet to the south line of the N 1/2 of the NE 1/4 of said Section 34; thence N89°44'09"E -- 1530.38 feet along said south line to the south line of the NW 1/4 of the NE 1/4 of said Section 35; thence N88°53'20"E -- 1326.05 feet along said south line to the east line of the NW 1/4 of the NE 1/4 of said Section 35; thence N00°57'28"W -- 1312.99 feet to the north line of the NW 1/4 of the NE 1/4 of said Section 35; thence S88°54'03"W -- 1322.85 feet along said north line to the point of beginning.

I further certify that the attached map is a true representation of said property and correctly shows the exterior boundaries and correct measurements thereof. Also, I have fully complied with Chapter 236.34 of the Wisconsin Statutes.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Michael G. McCarty S-2298

### Village of Richfield Plan Commission Approval

Approved by the Plan Commission, this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Chairman, Jim Otto

\_\_\_\_\_  
Secretary

### Village of Richfield Board Approval

Approved by the Village Board, this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
President, John Jeffords

\_\_\_\_\_  
Clerk

## CERTIFIED SURVEY MAP

LOCATED IN:

THE NW 1/4 OF THE NE 1/4, AND THE NE 1/4 OF  
THE NE 1/4, OF SECTION 34, AND THE NW 1/4 OF  
THE NW 1/4, OF SECTION 35, TOWNSHIP 9  
NORTH, RANGE 19 EAST, VILLAGE OF RICHFIELD,  
WASHINGTON COUNTY, WISCONSIN.

### OWNER'S CERTIFICATE OF DEDICATION

NMMR Investments #1 LLC, as owner, does hereby certify that it has caused the land shown and described on this Certified Survey Map to be surveyed, divided, mapped, and dedicated as represented hereon. NMMR Investments #1 LLC, does further certify that this map is required within section s.236.34 of the Wisconsin Statutes in surveying to be submitted to the following for approval or objection:

(1) Village of Richfield Village Board

IN WITNESS WHEREOF, the said NMMR Investments #1 LLC, has caused these presents to be signed by Robert Weyer, on this \_\_\_\_, day of \_\_\_\_\_, 20\_\_.

NMMR Investments #1 LLC

\_\_\_\_\_  
Robert Weyer

STATE OF WISCONSIN)  
\_\_\_\_ COUNTY) SS

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, Robert Weyer, of the above named NMMR Investments #1 LLC, to me known to be the person who executed the foregoing instrument, and known to be such Signer of said NMMR Investments #1 LLC, and acknowledged that he executed the foregoing instrument as such officer as the deed of said NMMR Investments #1 LLC, by its authority.

(Notary Seal) \_\_\_\_\_

Notary Public, \_\_\_\_\_ County, Wisconsin.

My Commission (expires) (is permanent) \_\_\_\_\_.



6 g



69

**VILLAGE OF RICHFIELD**  
**VILLAGE BOARD COMMUNICATION FORM**

MEETING DATE: March 20, 2014

SUBJECT: Hickory Fields Subdivision, Extraterritorial Plat Review- 'Affidavit of Correction'  
DATE SUBMITTED: March 13, 2014  
SUBMITTED BY: Jim Healy, Interim Village Administrator

*Policy Issue: Should the Village Board accept the recommendation of the Plan Commission to approve the 'Affidavit of Correction' on a previously approved extraterritorial plat review for a subdivision in the Town of Lisbon?*

**ISSUE SUMMARY:**

On February 7, 2013, the Village Board accepted the recommendation from the Plan Commission in January regarding the approval of an extraterritorial plat review in the Town of Lisbon with the following motion for approval:

Motion by Trustee Collins to approve the Final Plat for JTJ Land Investment, LLC in the Town of Lisbon as prepared by Yaggy Colby with a revision date of 12/14/12, provided they receive all other necessary approvals before registering the Plat with the Waukesha County Register of Deeds, seconded by Trustee Brandner. Motion carried unanimously.

Tonight, this same property is again brought before the Village Board to consider a very minor amendment to the face of the plat, based on feedback received from Waukesha County. The property owner, Mr. Mike Miller, is working with Yaggy Colby to submit an 'Affidavit of Correction' to be filed at the Waukesha County Register of Deeds. In the letter dated February 26, 2014, Dan Bednar from Yaggy Colby states the following: *"Waukesha County put a 50-foot building setback around the drainage kettles that are in the subdivision. My client had contacted the County for this change which they have approved to help with the placement of the house. He is looking to reduce the setback from 50 feet to 30 feet, just on his lot, to be able to place his house and a secondary garage in an aesthetically pleasing way."*

It was requested initially by Yaggy Colby that we 'administratively approve' this proposed change, but because the Plan Commission and Board formally approved this development we believed it best to be brought before both bodies for review and approval of the same. In light of that fact, Staff's recommendation would be approval which is conditioned on receiving any other approvals which may be necessary and appropriate.

At the March 6, 2014 Plan Commission meeting a recommendation to the Village Board for approval was made with the following motion:

Motion by Commission Dick Melzer to recommend to the Village Board the approval of the 'Affidavit of Correction' for Hickory Fields Subdivision in the Town of Lisbon with the following Conditions of Approval:

- 1) That they receive all other necessary approvals prior to the filing the 'Affidavit of Correction' at the Waukesha County Register of Deeds.
- 2) That reference to 'Caroline Fochs' as 'Village Clerk' be deleted and 'Jim Healy, Interim Village Clerk' replace that text.
- 3) That reference to the Plan Commission's approval is eliminated because the Plan Commission is a recommending body.\
- 4) That Staff prepare a resolution for the Village Board's consideration to potentially adopt at their March 20, 2014 regular meeting.

Seconded by Commissions Kurt Bartel; Motion passed without objection.





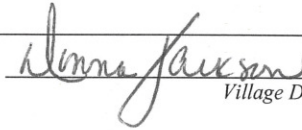
VILLAGE OF RICHFIELD  
VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: March 20, 2014

SUBJECT: Hickory Fields Subdivision, Extraterritorial Plat Review- 'Affidavit of Correction'  
DATE SUBMITTED: March 13, 2014  
SUBMITTED BY: Jim Healy, Interim Village Administrator

FISCAL IMPACT:

REVIEWED BY:



Village Deputy Treasurer

Initial Project Costs: Per Bid Tabulation  
Future Ongoing Costs: Ongoing Maintenance  
Physical Impact (on people/space): Improved transportation facilities  
Residual or Support/Overhead/Fringe Costs: Engineering and Inspections costs per budget

ATTACHMENTS:

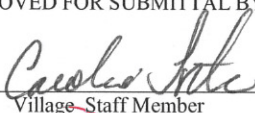
1. Resolution R2014-03-04, A resolution to approve the 'Affidavit of Correction'
2. Affidavit of Correction
3. Correspondence from Yaggy Colby, dated February 26, 2014 RE: Hickory Fields Subdivision

STAFF RECOMMENDATION:

Motion to approve the 'Affidavit of Correction' for Hickory Fields Subdivision in the Town of Lisbon with the following Conditions of Approval:

- 1) That they receive all other necessary approvals prior to the filing the 'Affidavit of Correction' at the Waukesha County Register of Deeds.
- 2) That reference to 'Caroline Fochs' as 'Village Clerk' be deleted and 'Jim Healy, Interim Village Clerk' replace that text.
- 3) That reference to the Plan Commission's approval is eliminated because the Plan Commission is a recommending body.

APPROVED FOR SUBMITTAL BY:

  
Village Staff Member

  
Interim Village Administrator

VILLAGE CLERK USE ONLY  
BOARD ACTION TAKEN

Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_  
Approved \_\_\_\_\_  
Other \_\_\_\_\_

Continued To: \_\_\_\_\_  
Referred To: \_\_\_\_\_  
Denied \_\_\_\_\_  
File No. \_\_\_\_\_

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RESOLUTION R2014-03-04

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**A RESOLUTION TO ACCEPT THE PROPOSED 'AFFIDAVIT OF CORRECTION' FOR  
HICKORY FIELDS SUBDIVISION IN THE TOWN OF LISBON**

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WHEREAS, the Village Board of the Village of Richfield, Washington County, Wisconsin, was asked for and granted the approval of an extraterritorial plat review in the Town of Lisbon for Hickory Fields subdivision at the February 7, 2013 Village Board meeting provided they received all other necessary approvals before registering the plat with the Waukesha County Register of Deeds; and

WHEREAS, the Waukesha County Register of Deeds is recommending a minor amendment to the face of the plat, considered to be an 'Affidavit of Correction'; and

WHEREAS, Yaggy Colby Associates, on behalf of the property owner, provided the Village Plan Commission and Village Board with the necessary approvals from one Daniel E. Bednar, for reconsideration by the Village Plan Commission and the Village Board.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Richfield, that the 'Affidavit of Correction' for Extraterritorial Plat Review in Hickory Fields Subdivision be approved to reduce the setback around the drainage kettles from 50 feet to 30 feet only on Lot 6 in Hickory Fields Subdivision.

PASSED THIS 20<sup>th</sup> DAY OF MARCH, 2014, BY THE VILLAGE BOARD OF THE VILLAGE OF RICHFIELD, WASHINGTON COUNTY, WISCONSIN.

---

John Jeffords, Village President

---

Attest: Jim Healy, Interim Administrator/Clerk

## AFFIDAVIT OF CORRECTION

Document Number	Document Title
-----------------	----------------

Name and Return Address:

Yaggy Colby Associates  
P.O. Box 180500  
Delafield, WI 53018

LSBT 0164.006

Parcel Identification Number (PIN):

Recording Area

### AFFIDAVIT:

I, Daniel E. Bednar, Registered Land Surveyor, hereby certify the following affidavit is a correction instrument for Hickory Fields, Document No. 4051228, recorded in SUBD-54-66 68, inclusive, in the Register of Deeds Office, Waukesha County, Wisconsin, and located in the Northeast 1/4 and Southeast 1/4 of the Southeast 1/4 of Section 5, Town 8 North, Range 19 East, in the Town of Lisbon, Waukesha County, State of Wisconsin.

On Sheet 1 of 3, the 50' (ft) building setback from drainage kettle on Lot 6 should be shown as a 30'(ft) building setback from drainage kettle, only on Lot 6. See Exhibit "A" for reference.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Daniel E. Bednar, R.L.S. 2812

STATE OF WISCONSIN) SS  
\_\_\_\_\_) COUNTY)

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, the above named Daniel E. Bednar, known to me to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public \_\_\_\_\_  
\_\_\_\_\_) County, Wisconsin

My commission expires \_\_\_\_\_

### COUNTY OF WAUKESHA - DEPARTMENT OF PARKS AND LAND USE APPROVAL:

Resolved that this this affidavit of correction for Lot 6 of Hickory Fields, in the Town of Lisbon, which has been filed for approval, be and hereby is approved.

\_\_\_\_\_  
Dale Shaver, Director

SHEET 1 OF 3

VILLAGE OF RICHFIELD VILLAGE BOARD EXTRA-TERRITORIAL APPROVAL:

Approved by the Village Board of the Village of Richfield on this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by Resolution Number \_\_\_\_\_.

\_\_\_\_\_  
Caroline Fochs, Clerk

\_\_\_\_\_  
John Jeffords, Village President

VILLAGE OF RICHFIELD PLAN COMMISSION EXTRA-TERRITORIAL APPROVAL:

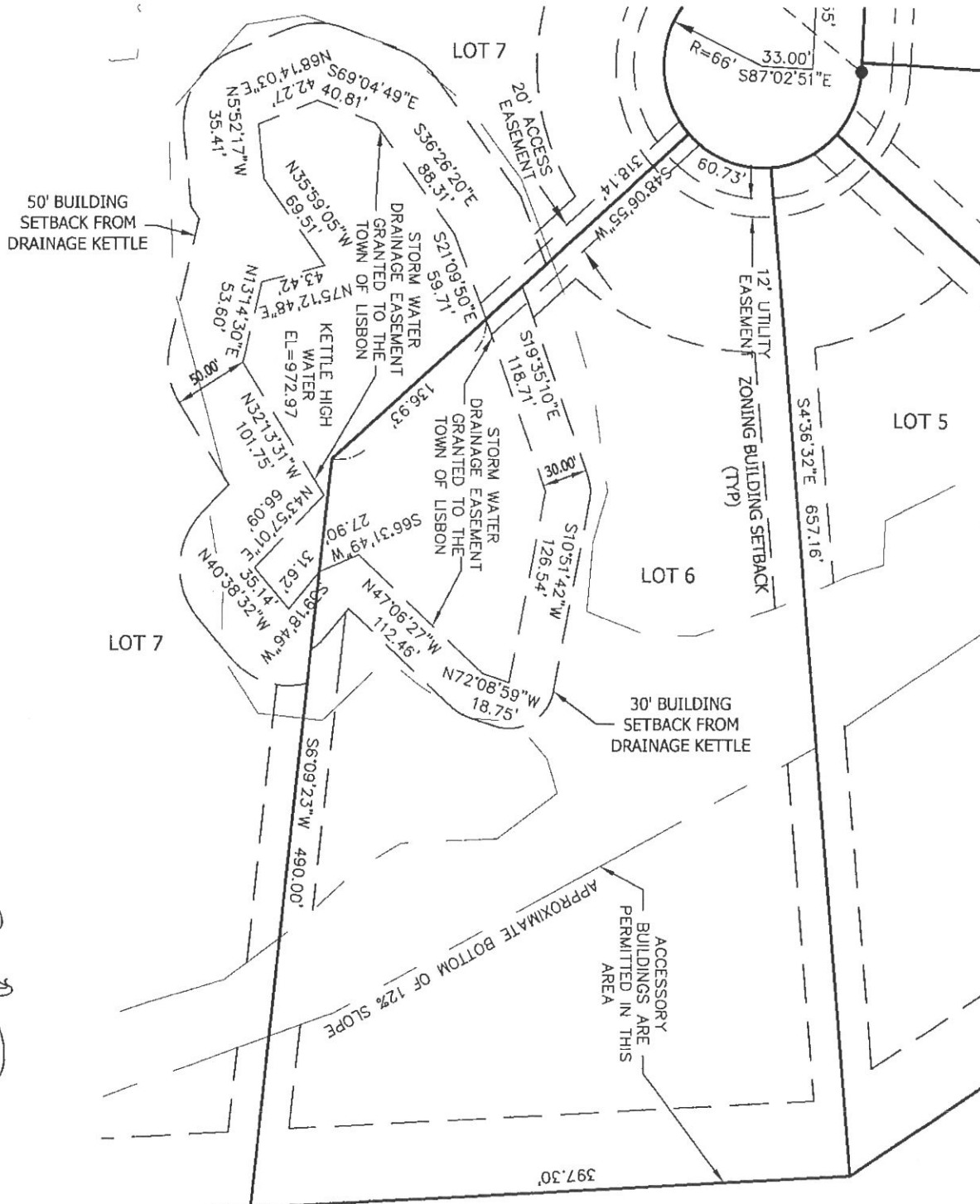
Approved by the Village of Richfield Plan Commission on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by Resolution Number \_\_\_\_\_.

\_\_\_\_\_  
Jim Healy, Community Services Director

\_\_\_\_\_  
James Otto, Chairman

# EXHIBIT "A"

BEING ALL OF LOT 6 HICKORY FIELDS, A PART OF THE NORTHEAST 1/4 AND  
SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 5, TOWNSHIP 8 NORTH,  
RANGE 19 EAST, TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN



SCALE: 1" = 100'



PROJECT 15477.006



**YAGGY  
COLBY**

ASSOCIATES

ENGINEERS

LANDSCAPE  
ARCHITECTS

SURVEYORS

PLANNERS

February 26, 2014

Mr. Jim Healy  
Village Administrator  
Village of Richfield  
4128 Hubertus Rd.  
Hubertus, WI 53033

RE: Hickory Fields Subdivision  
YCA Project No. 15477.006

Dear Jim,

On behalf of my client Mike Miller, the owner of Lot 6 in Hickory Fields Subdivision in the Town of Lisbon, I am submitting this affidavit of correction and exhibit A. The Village reviewed this subdivision for extraterritorial review during the platting of the land. Waukesha County put a 50-foot building setback around the drainage kettles that are in the subdivision. My client had contacted the County for this change which they have approved to help with the placement of the house. He is looking to reduce the setback from 50 feet to 30 feet just on his lot to be able to place his house and secondary garage in an aesthetically pleasing way.

We would like to be placed on your next Plan Commission Agenda. Thanks for your consideration.

Sincerely,

Dan Bednar, RLS

DB/kw  
Encls.

## Delafield

501 Maple Avenue  
Delafield, WI 53018  
262.646.6855  
262.646.6864 Fax



Rochester  
Minneapolis  
Mason City



6h

6h



# VILLAGE OF RICHFIELD

## VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: March 20, 2014

SUBJECT: 2014 Highway Improvement Program  
 DATE SUBMITTED: March 13, 2014  
 SUBMITTED BY: Jim Healy, Interim Village Administrator

*Policy Issue: Should the Village Board accept the low bid for construction services for the 2014 Highway Improvement Program?*

**ISSUE SUMMARY:**

The Village bid out the 2014 Highway Improvement Program projects pursuant to the agreement recently signed with Kunkel Engineering Group in January. The projects bid include two, (approximate) one mile segments of road:

1. Hubertus Rd – Mayfield Rd to Town Line Rd
2. Willow Creek Rd – Scenic Rd to Colgate Rd

On Wednesday, March 12<sup>th</sup> the Village did a formal bid opening with the only two contractors who solicited bids for construction, Stark Asphalt, the company which has been awarded the bid for the last two years and Payne and Dolan of Waukesha.

The low bid price was \$627,629.75 from Payne and Dolan. The total budgeted for the 2014 Highway Improvement Program is \$626,704.00, a difference of – (\$925.75).

Given this information, staff recommends that the Village proceed with all sections of the project at this time.

**FISCAL IMPACT:**

REVIEWED BY: *Hanna Jansen*  
 Village Deputy Treasurer

Initial Project Costs: Per Bid Tabulation  
 Future Ongoing Costs: Ongoing Maintenance  
 Physical Impact (on people/space): Improved transportation facilities  
 Residual or Support/Overhead/Fringe Costs: Engineering and Inspections costs per budget

**ATTACHMENTS:**

1. Engineer Letter of Recommendation
2. Bid Tabulation Worksheet

**STAFF RECOMMENDATION:**

Motion to approve the 2014 Highway Improvement Program with Payne & Dolan per Kunkel Engineering Group project no. 2014.K004 specifications as bid on March 12, 2014.

APPROVED FOR SUBMITTAL BY:

*Carol Sorle*  
 Village Staff Member

*[Signature]*  
 Interim Village Administrator

VILLAGE CLERK USE ONLY  
 BOARD ACTION TAKEN

Resolution No. \_\_\_\_\_  
 Ordinance No. \_\_\_\_\_  
 Approved \_\_\_\_\_  
 Other \_\_\_\_\_

Continued To: \_\_\_\_\_  
 Referred To: \_\_\_\_\_  
 Denied \_\_\_\_\_  
 File No. \_\_\_\_\_



107 Parallel Street  
Beaver Dam, WI 53916  
(920) 356-9447  
fax: (920) 356-9454  
kunkelengineering.com

March 13, 2014

Mr. Jim Healy, Administrator  
Village of Richfield  
4128 Hubertus Road  
Hubertus, WI 53033

**Re: 2014 Highway Improvement Program  
Construction Contract Award – Recommendation**

Dear Mr. Healy:

Please find accompanying this transmittal the "Bid Tabulation" for the 2014 Highway Improvement Program project that was bid on March 12, 2014. As is evident, Payne & Dolan, Inc., from Waukesha, Wisconsin submitted the low bid in the amount of \$627,629.75. Unfortunately, only two (2) bids were received but of those two, both of them came in below the engineer's cost estimate \$881,027.00.

Based upon our analysis and our understanding of the contractor's past work efforts, we heretofore recommend that the Village of Richfield award a construction contract to Payne & Dolan, Inc., from Waukesha, Wisconsin for the 2014 Highway Improvement Program project in the amount of **\$627,629.75**, with the project schedule to begin in the spring of 2014.

Jim, should either you or the Village Board have any questions or comments regarding this transmittal, please feel free to contact me at your convenience.

Sincerely,

**KUNKEL ENGINEERING GROUP**

Mitchell Leisses  
Project Manager

Enclosures

cc: Mike Gauthier, DPW Superintendent  
John Jeffords, Village President  
Ted Helleckson, Payne & Dolan

Bid Tabulation:  
**2014 HWY Improvement Program**  
 Village of Richfield, Wisconsin

Bid Date: March 12, 2014 at 1:00 p.m.

Kunkel Engineering Group  
 Beaver Dam, Wisconsin  
 Ph: 920-356-9447 Fax: 920-356-9454

No.	Section A - Hubertus Rd Bid Items	Unit	Payne & Dolan, Inc. Waukesha, WI		Stark Asphalt Milwaukee, WI	
			Unit Price	Bid	Unit Price	Bid
1)	Pulverize Asphalt Pavement	17410 SY	\$0.88	\$15,320.80	\$0.80	\$13,928.00
2)	Undercutting & Base Course Material	1100 CY	\$29.25	\$32,175.00	\$28.00	\$30,800.00
3)	Aggregate Shoulder	820 TN	\$16.45	\$13,489.00	\$16.00	\$13,120.00
4)	HMA Pavement Type E-1	5420 TN	\$45.98	\$249,211.60	\$48.50	\$262,870.00
5)	Erosion Control (Hubertus Rd)	1 LS	\$200.00	\$200.00	\$250.00	\$250.00
6)	Traffic Control & Access (Hubertus Rd)	1 LS	\$11,500.00	\$11,500.00	\$600.00	\$600.00
	<b>Subtotal Section A</b>			\$321,896.40		\$321,568.00
	<b>Section B - Willow Creek Rd</b>					
7)	Pulverize Asphalt Pavement	16500 SY	\$0.70	\$11,550.00	\$0.80	\$13,200.00
8)	Undercutting & Base Course Material	1075 CY	\$29.25	\$31,443.75	\$28.00	\$30,100.00
9)	Aggregate Shoulder	850 TN	\$16.22	\$13,787.00	\$16.00	\$13,600.00
10)	HMA Pavement Type E-1	4960 TN	\$44.10	\$218,736.00	\$48.50	\$240,560.00
11)	Erosion Control (Hubertus Rd)	1 LS	\$200.00	\$200.00	\$100.00	\$100.00
12)	Traffic Control & Access (Hubertus Rd)	1 LS	\$9,000.00	\$9,000.00	\$500.00	\$500.00
	<b>Subtotal Section B</b>			\$284,716.75		\$298,060.00
	<b>Section C - Miscellaneous Items</b>					
13)	24" CMP Culvert w/Endwalls	36 LF	\$85.90	\$3,092.40	\$113.00	\$4,068.00
14)	36" CMP Culvert w/Endwalls	36 LF	\$113.00	\$4,068.00	\$172.00	\$6,192.00
15)	29"x42" Arched CMP Culvert w/Endwalls	36 LF	\$124.45	\$4,480.20	\$168.00	\$6,048.00
16)	54" CMP Culvert w/Endwalls	36 LF	\$191.00	\$6,876.00	\$299.00	\$10,764.00
	<b>Subtotal Section C</b>			\$18,516.60		\$27,072.00
	<b>Allowances</b>					
	Materials & Compaction Testing			\$2,500.00		\$2,500.00
	<b>Total Base Bid including Allowance (Section A+B+C+Allowance)</b>			\$627,629.75		\$649,200.00

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VILLAGE OF RICHFIELD  
VILLAGE BOARD COMMUNICATION FORM

# 61

MEETING DATE: March 20, 2014

SUBJECT: Bark Lake Boat Launch Fees  
DATE SUBMITTED: March 12, 2014  
SUBMITTED BY: Jim Healy, Interim Village Administrator

*POLICY QUESTION: SHOULD THE VILLAGE BOARD ADOPT ANNUAL AND PER LAUNCH FEES FOR THE BARK LAKE BOAT LAUNCH TO TAKE EFFECT IN THE SUMMER OF 2014?*

*ISSUE SUMMARY:*

In anticipation of the 2014 summer completion of the Bark Lake Boat Launch, Village Staff has been working closely with the Wisconsin DNR to establish user fees for both a per launch and annual basis. Similar to Friess Lake's Wild Marsh Landing Boat Launch, this tiered user fee system of payment would be payable either at Village Hall for an annual pass or on-site for a per launch fee.

NR 1.91(11) of Wisconsin Administrative Code cites Wis. Stats. Ch. 30.77 (3)(e)(1) thereby allowing municipalities to charge boat operators *reasonable fees* for the use of a public boat launching facility that are owned or operated by the municipality. In doing research on public launches in Washington County, we found that while our proposed rates are in-line with what we were able to find in the surrounding area on a per launch basis, the annual user fees we are proposing are significantly lower. It should also be noted that there are several lakes of varying sizes which, for whatever reason, do not charge user fees. NR 1.91(11)(d) permits municipalities to price the annual user fee charged for launches up to ten (10) times the amount of the established per launch fee, which has occurred on both Cedar Lakes, and Silver Lake.

Lake Name	Per Launch	Annual	Acres
Cedar Lake	\$7.00	\$70.00	937
Little Cedar Lake	\$8.00	\$80.00	260
Silver Lake	\$8.00	\$80.00	122
<b>Bark Lake</b>	<b>\$8.00</b>	<b>\$25.00</b>	<b>65</b>
<b>Little Friess Lake</b>	<b>\$5.00</b>	<b>\$25.00</b>	<b>16</b>

The Village administers use fees for Wild Marsh Landing currently to assist with offsetting the costs of administration, preparing envelopes for per launch users, creating and printing of annual stickers, defraying the cost for portable restroom facilities, plowing for the winter time and maintenance of grass for the spring time. The Village expects similar costs to be associated with the Bark Lake Boat Launch along with maintenance and storage of the temporary 'roll away' pier. In light of these facts, Village Staff is recommending a fee in the amount of \$8.00 per day or \$25.00 per year. The user fees being recommended coincide with fees in surrounding communities and the monies received go back into the operation of the boat launches.

It should be noted that the Village Board does have the discretion to have a separate pricing structure for non-Village residents and the length of boats entering the water, but the enforcement of such a tiered system would be difficult to manage given the lack of on-site supervision.





VILLAGE OF RICHFIELD  
VILLAGE BOARD COMMUNICATION FORM

# 61

MEETING DATE: March 20, 2014

SUBJECT: Bark Lake Boat Launch Fees  
DATE SUBMITTED: March 12, 2014  
SUBMITTED BY: Jim Healy, Interim Village Administrator

All fees for boat launches in Wisconsin use the \$7.00 maximum Base Fee, which is based on the \$7.00 Daily State Park Entrance Fee for residents. Section NR 1.91(11)(e), Wis. Adm. Code, requires that before a local unit of government adopts a launch fee exceeding \$7.00, it must submit the fee schedule to the WI-DNR for approval and include information demonstrating 1) that it maintains facilities or services that justify charges exceeding the \$7.00 and 2) that seasonal passes are available. From speaking with Ms. Kathleen Wolski, Public Access Coordinator for the WI-DNR, she did not see any reason why our proposed fee structure would be rejected. She has provided Staff with the required forms and pending a favorable recommendation, we will send them to her Department for approval prior to the adopting of a revised fee schedule.

FISCAL IMPACT:

REVIEWED BY:

Village Deputy Treasurer

Initial Project Costs: Variable.  
Future Ongoing Costs: Variable.  
Physical Impact (on people/space): Public boat launch on Bark Lake  
Residual or Support/Overhead/Fringe Costs: Variable.

ATTACHMENTS:

1. E-mail correspondence from Ms. Kathleen Wolski RE: Permitting fees
2. Letter of support from the Bark Lake Association
3. NR 1.91(11)
4. WI-DNR Public Board Access Fee Schedule Application, Approval and Order
5. Maximum Daily Boat Launching Fee Structure, WI-DNR

STAFF RECOMMENDATION:

Motion to approve the new user fees for the Bark Lake Boat Launch at \$8.00 per daily launch and \$25.00 annually and to direct Staff to work with the Wisconsin DNR to receive written departmental approval prior to adopting a revised fee schedule.

APPROVED FOR SUBMITTAL BY:

Village Staff Member

Interim Village Administrator

VILLAGE CLERK USE ONLY  
BOARD ACTION TAKEN

Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_  
Approved \_\_\_\_\_  
Other \_\_\_\_\_

Continued To: \_\_\_\_\_  
Referred To: \_\_\_\_\_  
Denied \_\_\_\_\_  
File No. \_\_\_\_\_

## Jim Healy

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**From:** Wolski, Kathleen M - DNR <Kathleen.Wolski@wisconsin.gov>  
**Sent:** Thursday, March 13, 2014 9:55 AM  
**To:** Jim Healy  
**Cc:** Ritchie, Jim M - DNR  
**Subject:** RE: Boat Launch fees for Bark Lake

Hello Jim,

The concrete pad and enclosure that will be constructed at the Bark Lake launch will accommodate a dumpster and a portable toilet.

If the Village includes a portable toilet in its operation and maintenance of the launch, a maximum fee of \$8.50 is allowed. Please complete the [Public Boating Access Fee Schedule Application](#) and return it to me for Department review.

Let me know if you have any questions.

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**From:** Wolski, Kathleen M - DNR  
**Sent:** Wednesday, March 12, 2014 3:43 PM  
**To:** 'administrator@richfieldwi.gov'  
**Cc:** Ritchie, Jim M - DNR  
**Subject:** Boat Launch fees for Bark Lake

To: Jim Healy, Interim Administrator  
Village of Richfield

Hello Jim,

Thank you for your inquiry on allowable boat launch fees for Bark Lake. The same fee structure is applicable for Friess Lake, as well.

Boat launch fees are set by [NR 1.91\(11\) Wis. Adm. Code](#)

The base fee is the fee charged a state resident vehicle for entrance to the state parks. This is currently \$7 daily. Parking is included with launch fees. For more information on the specific fees that are allowed use this [launch fee chart](#).

This chart may help illustrate the fees and surcharges.

Prior to adopting a fee that meets the criteria and is greater than \$7, DNR approval is required. Please complete and return the [Public Boating Access Fee Schedule Application](#). I'd appreciate receiving this form even if the fees are \$7 or less.

It's a pleasure to work with you on this project. Let me know if you have any questions or need additional information.

***Kathleen Wolski***

Public Access Coordinator, DNR Southeast Region  
2300 N. M.L. King Dr., Milwaukee WI 53212  
414-263-8670 [kathleen.wolski@wi.gov](mailto:kathleen.wolski@wi.gov)

**We are committed to service excellence.**

Visit our survey at <http://dnr.wi.gov/u/?q=85> to evaluate how I did.

**Jim Healy**

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**From:** shellysells@yahoo.com  
**Sent:** Friday, March 14, 2014 12:11 PM  
**To:** Jim Healy  
**Subject:** Bark Lake Launch

3/14/2014

To Whom It May Concern

The Bark Lake Association has had many conversations about the fee for our incoming boat launch.

We are all in agreement that we would like for that fee to be \$8 to launch.

We are also agreeable to having the annual fee be set at \$25.

Sincerely  
Shelly Serchen

Secretary Bark Lake Association  
262 628-4616



**NR 1.91(11) BOAT LAUNCHING FEES.** The department encourages free boat launching. A reasonable launch fee may be charged under authority of s. [30.77](#), Stats., for the purpose of operating and maintaining a boat access site owned or operated by municipalities, lake management districts and other access providers meeting the provisions of sub. (7). Charging excessive, unjustified or unreasonable boat launching fees restricts or prohibits public boating access and use of navigable waters in the state. A reasonable launch fee for the purposes of s. [30.77](#), Stats., is one that does not exceed the maximum allowable amount under the following criteria:

- (a) *Base fee.* A base is that fee that is charged a state resident vehicle for entrance to the state parks.
- (b) *Public boating access surcharges.* Municipalities, lake management districts and other public boating access providers that maintain any of the following services may add to the base fee not more than the following surcharges for vehicles with trailers. No more than the base fee may be charged for non-motorized or non-trailer boats.
  - 1. Attendant when on duty .20 X Base
  - 2. On-site toilet facilities .20 X Base
  - 3. Great Lakes sites .30 X Base
  - 4. Boats 20 ft. in length or more but less than 26 ft. .30 X Base
  - 5. Boats 26 ft. or greater in length .60 X Base
- (c) *Daily launch fee.* The total of base fee and all applicable surcharges, rounded to the nearest quarter of a dollar, shall constitute the daily launch fee. A daily launch fee that is paid shall be valid for all boat access facilities provided by the issuing authority for that day. If different fees are charged by the issuing authority for different access sites, the higher fee shall be allowed for use of all the sites.
- (d) *Season pass.* If a launch fee is charged, a season pass at a fee not to exceed 10 times the daily launch fee shall be provided for both residents and non-residents. A mechanism to obtain a season pass shall be provided by the public access provider at the launch site.
- (e) *Prior approval required.* Each public boating access provider charging a launch fee in excess of the resident state park daily entrance fee shall provide its fee schedule to the department for approval prior to its adoption. The fee schedule shall be submitted on department forms available from [the] department's central office. Department approval shall be based solely on demonstration that the provider maintains the facilities or services described in par. (b) that justify charges in excess of the resident state park daily entrance fee and that a season pass is available.

**Note:** A missing word is shown in brackets.

**Note:** The department's mailing address is: Department of Natural Resources, P.O. Box 7921, Madison, WI 53707.

- (f) *Existing approved fee structures.* Reasonable fees under pars. (a) to (e), do not apply to access sites which the department has determined in a written decision to have a reasonable fee prior to the effective date of this rule.
- (g) *Differential fee based on residency.* Local units of government, including lake management districts, which maintain and operate public boating access sites, may charge differential fees on the basis of residency within the unit of government maintaining or operating the access. If a fee is charged, the fees for a nonresident may not exceed 150% of the fee charged a resident and nonresident fees may not exceed the maximum allowable amounts except when par. (b) 4. or 5. are applicable.

**Note:** For example, with a daily resident entrance fee of \$4.00 for state parks, at an access site on an inland lake with an attendant on duty and toilet facilities, a launch fee for an 18 foot boat may be as high as \$5.50 ( $4 + 0.2(4) + 0.2(4)$ ), rounded to nearest 0.25) for both residents and non-residents, and for a 26 foot boat as high as \$8.00 ( $4 + 0.2(4) + 0.2(4) + 0.6(4)$ ), rounded to nearest 0.25) for residents and \$12.00 ( $8 \times 1.5$ , rounded to nearest 0.25) for non-residents.

**History:** Cr. [Register, October, 1977, No. 262](#), eff. 11-1-77; r. and recr. [Register, March, 1994, No. 459](#), eff. 4-1-94; am. (2) (d), [Register, June, 1995](#), eff. 7-1-95; correction in (6) (a) and (8) (intro.) made under s. 13.93 (2m) (b) 7., Stats., [Register, September, 1999, No. 525](#); correction in (8) made under s. 13.93 (2m) (b) 7., Stats., [Register September 2004 No. 585](#); correction in (8) made under s. 13.92 (4) (b) 7., Stats., [Register February 2012 No. 674](#).



## Public Boating Access Fee Schedule Application, Approval & Order

Form 3600-213 (R 10/11)

Page 1 of 2

**Notice:** This form is authorized by s. 30.77(3) (e), Wis. Stats., and s. NR 1.91(11) (e), Wis. Adm. Code. A public boating access provider who fails to complete and submit this form may not legally adopt fees that exceed the daily resident vehicle state park entrance fee. Personally identifiable information collected will be used to demonstrate that: (1) the provider maintains described facilities or services that justify a public boating access fee schedule in excess of the resident vehicle daily state park entrance fee and (2) a season pass to use such facilities or services is available. Information collected may be made available to requestors as required under Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

**Instructions:** All public boating access providers wishing to charge a fee for boating access which is in excess of the daily resident vehicle state park entrance fee must complete pages 1 and 2 of this form, submit it to the appropriate DNR regional office (see addresses below), and receive approval from the Wisconsin Department of Natural Resources before adopting such fee schedule.

Applicant Information (print in ink or type)	This Column for DNR Use Only
Name of Applicant	<b>ORDER</b>  Pursuant to s. NR 1.91(11)(e), Wis. Adm. Code, the Department hereby approves the boat launch fee schedule on the reverse of this sheet for all boating access facilities owned or operated in the  _____ of _____ <b>(City, Town, Village)</b> <b>(Local Gov't Name)</b>  _____ County, Wisconsin
Address of Applicant	
City, State & ZIP	
Municipality Represented (list official name)	
Daytime Telephone Number (include area code)	
<b>CERTIFICATION:</b> I certify that I represent the public boating access provider listed above and I am requesting, on their behalf, approval of the attached public boating access fee schedule for all public boating access facilities owned or operated by this public boating access provider.	<b>ORDER APPROVED BY</b>  _____ (Authorized DNR staff)
Signature of Applicant	<b>On behalf of:</b>  _____ (Typed name of DNR Regional Director)
Date Signed	<b>Date approved:</b>  _____

### DNR Regional Office Addresses for this Application

COUNTIES	DNR STAFF NAMES	REGIONAL MAILING ADDRESS
Fond du Lac, Green Lake, Marquette, Waushara, Door, Kewaunee, Manitowoc, Menominee, Outagamie, Shawano, Waupaca, Marinette, Oconto	Christine Halbur (920) 662-5121	2984 Shawano Avenue Green Bay, WI 54313
Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer, Washburn	Jane Malischke (715) 635-4062	810 W. Maple Street Spooner, WI 54801
Florence, Forest, Iron, Langlade, Lincoln, Oneida, Price, Taylor, Vilas	Jane Malischke (715) 635-4062	810 W. Maple Street Spooner, WI 54801
Columbia, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock, Sauk	Sandra Chancellor (608) 275-7760	3911 Fish Hatchery Road Fitchburg, WI 53711
Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington, Waukesha	Kathleen Wolski (414) 263-8670	2300 North Martin Luther King, Jr. Drive Milwaukee, WI 53212
Adams, Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, Juneau, LaCrosse, Marathon, Monroe, Pepin, Pierce, Portage, St. Croix, Trempealeau, Vernon, Wood	Bruce Neeb (715) 839-3713	1300 West Clairemont Avenue P. O. Box 4001 Eau Claire, WI 54702-4001

**Public Boating Access Fee Schedule  
Application, Approval & Order**

Form 3600-213 (R 10/11)

Page 2 of 2

BEFORE THE STATE OF WISCONSIN, DEPARTMENT OF NATURAL RESOURCES, in the matter of the approval of boating

access fees for \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_,  
[name of lake(s)] (city, town, village) (name)  
\_\_\_\_\_ County, Wisconsin

THE DEPARTMENT FINDS THE FOLLOWING:

	MAXIMUM ALLOWED		This Column: For DNR Use Only  DNR Staff: Enter initials below as verification
	INLAND LAKES	GREAT LAKES	
<b>BASE FEE</b> (Current fee for state resident vehicle to enter state park) = \$7.00			
<b>SURCHARGES</b>			
Attendant on Duty <input type="checkbox"/> No <input type="checkbox"/> Yes; If Yes add BASE FEE x 0.2 =			
On-site Toilet <input type="checkbox"/> No <input type="checkbox"/> Yes; If Yes add BASE FEE x 0.2 =			
Great Lakes Site <input type="checkbox"/> No <input type="checkbox"/> Yes; If Yes add BASE FEE x 0.3 =			
<b>BASE FEE + SURCHARGES =</b>			
<b>NOTE: YOU MUST STAY WITHIN THE FOLLOWING LIMITS</b>	<b>Proposed Daily Resident Fees</b>	<b>Proposed Seasonal Resident Fees</b>	
<b>MAXIMUM ALLOWABLE RESIDENTIAL DAILY LAUNCH FEE BY BOAT TYPE</b> (round to nearest \$0.25)			
Non-Motorized or Non-Trailer Boat = (BASE FEE) =			
Boat less than 20-ft. length (trailer & motorized) = (BASE FEE + SURCHARGE) =			
Boat 20-ft. but less than 26-ft. length = (BASE FEE + SURCHARGE + 0.3 x BASE FEE) =			
Boat 26-ft. or more in length = (BASE FEE + SURCHARGE + 0.6 x BASE FEE) =			
<b>DIFFERENTIAL BASED ON RESIDENCY</b> (Applicable ONLY to local units of government, including lake districts.)	<b>Proposed Daily Non-Resident Fees</b>	<b>Proposed Seasonal Non-Resident Fees</b>	
Non-Resident Non-Motorized or Non-Trailer Boat = 1.5 x Resident Fee But no more than BASE FEE =			
Non-Resident Boat less than 20-ft. length (trailer & motorized) = 1.5 x Resident Fee but no more than (BASE FEE + SURCHARGES) =			
Non-Resident Boat 20-ft. length but less than 26-ft. length = 1.5 x Resident Fee =			
Non-Resident Boat more than 26-ft. length = 1.5 x Resident Fee =			

## MAXIMUM DAILY BOAT LAUNCHING FEES INLAND WATER FACILITIES

### **Non-motorized or non-trailer watercraft** (Resident and Non-resident boaters)

Base Fee	\$7.00	
Base Fee plus tax *	\$7.50	(\$7.00 + \$0.385 = \$7.385, rounded to nearest \$0.25)

**Motorized Boats under 20 feet in length** (The following fees cover both Resident and Non-resident boaters. Fees for non-residents may not exceed 150 % of the fee charged a resident, and non-resident fees may not exceed the maximum allowable amounts for boats under 20 feet)

Base Fee	\$7.00	
Base Fee plus tax*	\$7.50	(\$7.00 + \$0.385 = \$7.385, rounded to nearest \$0.25)
Facility w/restrooms	\$8.50	(\$7.00 + \$1.40 = \$8.40, rounded to nearest \$0.25)
Facility w/restrooms plus tax*	\$8.75	(\$7.00 + \$1.40 = \$8.40 + \$0.462 = \$8.862, rounded to nearest \$0.25)
Facility w/attendant	\$8.50	(\$7.00 + \$1.40 = \$8.40, rounded to nearest \$0.25)
Facility w/attendant plus tax*	\$8.75	(\$7.00 + \$1.40 = \$8.40 + \$0.462 = \$8.862, rounded to nearest \$0.25)
Facility w/restroom and attendant	\$9.75	(\$7.00 + \$1.40 + \$1.40 = \$9.80, rounded to the nearest \$0.25)
Facility w/restrooms, attendant, plus tax*	\$10.25	(\$7.00 + \$1.40 + \$1.40 = \$9.80 + \$0.539 = \$10.339, rounded to the nearest \$0.25)

**Motorized boats 20 feet in length or more but less than 26 feet** (The following fees cover Resident boaters only. Non-residents can be charged a differential fee of 150 % for this category of boats.)

Base Fee plus length surcharge	\$9.00	(\$7.00 + \$2.10 = \$9.10, rounded to the nearest \$0.25)
Base Fee plus surcharge, plus tax*	\$9.50	(\$7.00 + \$2.10 = \$9.10 + \$0.501 = \$9.601, rounded to the nearest \$0.25)
Facility w/restrooms	\$10.50	(\$7.00 + \$2.10 + \$1.40 = \$10.50, rounded to the nearest \$0.25)
Facility w/restrooms plus tax*	\$11.00	(\$7.00 + \$2.10 + \$1.40 = \$10.50 + \$0.578 = \$11.078, rounded to the nearest \$0.25)
Facility w/attendant	\$10.50	(\$7.00 + \$2.10 + \$1.40 = \$10.50, rounded to the nearest \$0.25)
Facility w/attendant plus tax*	\$11.00	(\$7.00 + \$2.10 + \$1.40 = \$10.50 + \$0.578 = \$11.078, rounded to the nearest \$0.25)
Facility w/restroom and attendant	\$12.00	(\$7.00 + \$2.10 + \$1.40 + \$1.40 = \$11.90, rounded to the nearest \$0.25)
Facility w/restrooms, attendant, plus tax*	\$12.50	(\$7.00 + \$2.10 + \$1.40 + \$1.40 = \$11.90 + \$0.655 = \$12.555, rounded to the nearest \$0.25)

**Motorized boats 26 feet in length or greater** (The following fees cover Resident boaters only. Non-residents can be charged a differential fee of 150 % for this category of boats.)

Base Fee plus length surcharge	\$11.25	(\$7.00 + \$4.20 = \$11.20, rounded to the nearest \$0.25)
Base Fee plus surcharge, plus tax*	\$11.75	(\$7.00 + \$4.20 = \$11.20 + \$0.616 = \$11.816, rounded to the nearest \$0.25)
Facility w/restrooms	\$12.50	(\$7.00 + \$4.20 + \$1.40 = \$12.60, rounded to the nearest \$0.25)
Facility w/restrooms plus tax*	\$13.25	(\$7.00 + \$4.20 + \$1.40 = \$12.60 + \$0.693 = \$13.293, rounded to the nearest \$0.25)
Facility w/attendant	\$12.50	(\$7.00 + \$4.20 + \$1.40 = \$12.60, rounded to the nearest \$0.25)
Facility w/attendant plus tax*	\$13.25	(\$7.00 + \$4.20 + \$1.40 = \$12.60 + \$0.693 = \$13.293, rounded to the nearest \$0.25)
Facility w/restroom and attendant	\$14.00	(\$7.00 + \$4.20 + \$1.40 + \$1.40 = \$14.00, rounded to the nearest \$0.25)
Facility w/restrooms, attendant, plus tax*	\$14.75	(\$7.00 + \$4.20 + \$1.40 + \$1.40 = \$14.00 + \$0.77 = \$14.77, rounded to the nearest \$0.25)

#### Notes about launch fees:

- The governance of launch fees is covered under section NR 1.91(11), Wisconsin Administrative Code.
- All fees listed above use the \$7.00 maximum Base Fee, which is based on the \$7.00 Daily State Park Entrance Fee for residents. You may set a lower Base Fee based upon local needs. Section NR 1.91(11)(e), Wis. Adm. Code, requires that before a local unit of government adopts a launch fee exceeding \$7, it must submit the fee schedule to the Department for approval and include information demonstrating: (a) that it maintains facilities or services that justify charges exceeding \$7; and (b) that season passes are available.
- Fees collected by the operating authority shall be used only for the operation and maintenance of boat launching facilities.
- Parking is included with launch fees. Segregated fees for parking are not allowed.
- If a launch fee is charged, a season pass at a fee not to exceed 10 times the daily fee shall be provided for both residents and non-residents.
- In no case shall the fee charged a non-resident exceed 150% of the fee charged a resident.

\*tax rate used for the calculation = 5.5% An operating authority may incorporate the state sales tax into the Base Fee for ease of collection, but must pay the sales taxes collected to the Wisconsin Department of Revenue.